GEORGE BROWN

The City College

Continuing Education Spring & Summer 1984

VISIT · GEORGE · BROWN · COLLEGE · DURING

INFORMATION/ REGISTRATION WEEK

Need some advice about which courses you should take? Want to talk to instructors before you register?

All your questions can be answered during this Special Information/ Registration Week.

Where: St. James Campus
Kensington Campus
Casa Loma Campus

When: Monday, April 2 to Thursday, April 5
5 p.m. to 8 p.m.
(These are special extended hours for Information/ Registration Week.)

Information tables will be staffed by course instructors and program co-ordinators.

Registrations are also accepted during normal office hours at times other than Information/ Registration Week.
For details, see page 3 in this calendar.

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2 A message from the President

Spring is traditionally the time
of renewal. It's the time to put things in order for the
coming months, and perhaps start something new.
At George Brown, The City College, we've been busy developing courses
that will make your Spring and Summer more stimulating —
both on the job and in your leisure hours.
In this continuing education directory you'll find hundreds of courses that have
been carefully designed to give you new work skills or build
on the experience you already have. And our general interest and
recreation courses can add a new dimension to your free time.
To help celebrate Toronto's 150th Birthday — The Sesquicentennial — we are also
offering special courses that highlight the history and heritage of our city.
Whatever your interests we look forward to seeing you
this spring and summer.

D. E. Light
President

George Brown College Board of Governors

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(Chairman)
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(Vice-Chairman)
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Mr. Doug Light
(Secretary-Treasurer)

3 How To Register

George Brown makes it easy for you to register by offering two methods of registration. Choose the most convenient method, and register as soon as possible because enrolment is limited and we accept registrations on a first-come, first-served basis.

Walk-In

Are you right around the corner from the campus where your course will be conducted? Then personal registration could be the most convenient for you. Simply select your course(s) and go to the campus location(s) where it/they will be held. Be sure you have your social insurance number with you. Each campus has its own registration hours as indicated on the map on the back cover. Full payment by cash, money order, certified cheque or VISA/Chargex will be accepted. Post-dated and personal cheques will *not* be accepted. The college will not invoice third parties or defer payment of fees for students who are receiving financial aid or tuition reimbursement, or for any other reason. Payment is due in full at the time of registration.

Mail-In

Save time by using the mail-in registration-application form on page 43 of the directory. Complete the form. Be sure to include full payment for tuition and materials fees by cash, money order or certified cheque. The name of the campus where the course will be held must appear on both the registration form and your envelope. Mail the completed registration and payment to:

Campus Admissions Office
Part Time Courses
George Brown College of Applied
Arts & Technology
P.O. Box 1015, Station "B"
Toronto, Ontario
M5T 2T9

Fee Receipts

A registration receipt bearing a cash register imprint is your official receipt and must be presented for admission into classes, for income tax purposes and transfers or withdrawals.

Mail-in registrants will receive their receipts at the first scheduled class of their course(s).

No duplicate receipts will be issued.

Confirmation of Registration

Walk-in registrants will receive a comfirmation of registration at the time of registration and fee payment.

Mail-in registrants will not receive notification of acceptance but should proceed to the campus location where the course is to be held on the start date indicated. If your mail-in registration-application cannot be accepted, you will be notified by mail or telephone.

Room Location

All registered students will find the room locations of their course(s) posted in the main lobby of the campus where the course(s) is to be held on the first scheduled night. For assistance in locating the room please go to the Campus Admissions Office.

4 General Information

Admission Requirements

Canadian citizenship or landed immigrant status is required. Foreign students with Student Authorization and special permission may be considered — ask at the Campus Admissions office.

Advanced Standing

Are you working towards a certificate or diploma program on a part-time basis? Do you already have the equivalent to part of that program as a result of studies at another educational institution or through related work experience? If the answer is "yes", you may be eligible for advanced standing that allows you to begin the program at your level of previous experience and avoid a repetition of course work.

Books and Supplies

Any books or supplies you will need for part-time courses can be purchased at the Campus Bookstores. Your instructor will indicate whether any books are required for the course during the first scheduled class. For your convenience, the bookstores will remain open in the evenings for approximately two weeks at the beginning of each semester. For more information call 967-1212 and ask for the Bookstore at your campus.

Certification

Many of the courses in this calendar can lead to College Diplomas or Certificates. Others may lead to certification or accreditation by external professional or licensing bodies.

In both cases, requirements will be clearly outlined in the course information. For further information contact the **Counselling Department** at your campus.

Counselling

Need some help in making a decision? Counselling services located at each campus will provide you with educational, vocational and personal counselling.

Counselling offices are open from 8:30 a.m. to 4:00 p.m. For appointments at other times phone 967-1212, ext. 2286.

Course Cancellation/Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment.

Course cancellation will take place only if registration/enrolment falls below the required minimum. Every effort will be made to notify students by phone at the number(s) provided on the registration-application form.

A full refund including the $5.00 registration fee, will be made if a course is cancelled. Please allow four weeks for processing and mail delivery.

Please note that the course termination date may not correspond to the actual termination date mainly because statuatory holidays are not considered in the calculation. In all cases the total number of course hours will be offered.

Day-time Studies

Would you prefer to attend classes during the day? Some subjects offer registration in regular day classes although continuing education is normally confined to evening hours. For more information call 967-1212 during the day and ask for the Chairman of the relevant program or inquire at your Campus Admissions Office.

Fees

Fees must be paid in full at the time of registration. Payment may be in the form of cash, certified cheque or money order made payable to: George Brown College. Walk-in registrants have the additional option of VISA/Chargex payment. **Post-dated and personal cheques cannot be accepted.**

Financial Assistance

Do you need some financial help with your part-time program? To find out whether you may be eligible call or visit the Student Services Office at 500 MacPheson Avenue, 967-1212.

Foreign Students

Students who are not Canadian citizens or landed immigrants must obtain permission to register from the Department of Immigration. For more information call 967-1212 and ask for the part-time Admissions Office at the campus where the course you are interested in is offered.

Grades/Credits

All registrants will receive a part-time certificate including a short description of the course approximately one month after this course has ended.

These certificates may indicate grades received using the letter or pass/fail systems. Some will simply indicate complete/incomplete status and the system used will depend upon the type of course or program chosen.

Income Tax Exemption

You will receive a registration receipt bearing a cash register imprint in the amount of your course fees upon walk-in registration, by mail, or during the first scheduled class of your course. This is your official receipt for income tax purposes and since it is the only receipt you will receive, please ensure that you retain it.

Materials fees are not eligible for tax deduction purposes.

Parking

All George Brown Campuses are located in downtown Toronto and parking may be difficult. The Toronto Transit Commission (TTC) provides excellent service to each campus and we encourage you to take TTC instead of driving. Call TTC information for the most direct route from your home or office to any of our campuses. (484-4544)

Prerequisites

Course prerequisites specified in the course information are minimum requirements. Whether the prerequisite stated is equivalent experience or another course, proof of successful completion must be supplied. For more information contact your campus Admission Office.

Senior Citizens

If you are 65 or older, you may register in any of the courses contained in this calendar for the nominal registration fee of $5.00 plus any applicable materials fee. Simply provide us with proof of age when you register.

Transfers

Course transfer or change requests will be acceptable only if made before the third scheduled class and if space is available. Requests for transfer or change must be made in person or in writing and must be accompanied by the registration receipt. Transfers will be considered as a withdrawal from the first course and a registration in the second. The $5.00 registration fee from the first course is forfeited and full fees will apply to the second course chosen.

Withdrawal and Refund Policy

Requests for refund or course withdrawal must be made in person or in writing at the Campus Admissions Office before the third scheduled class. You must present your registration receipt before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal.

Fees will be refunded except for the $5.00 registration fee and a charge of $5.00 per scheduled class to a maximum of $10.00, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes. Where a materials fee has been paid, refunds will depend upon the amount of materials already used by the student during classes.

Please allow four weeks for the processing and mail delivery of College refund cheques. Refunds will be made only by College cheque.

Course Times

All course times in this calendar are in international time.

0001 — 12:01 AM	1600 — 4:00
0100 — 1:00	1700 — 5:00
0200 — 2:00	1800 — 6:00
0300 — 3:00	1900 — 7:00
0400 — 4:00	2000 — 8:00
0500 — 5:00	2100 — 9:00
0600 — 6:00	2200 — 10:00
0700 — 7:00	2300 — 11:00
0800 — 8:00	2400 — 12:00 midnight
0900 — 9:00	
1000 — 10:00	
1100 — 11:00	
1200 — 12:00 noon	
1300 — 1:00 PM	
1400 — 2:00	
1500 — 3:00	

5 Technology

Drafting (Architectural)

Blueprint Reading for the Construction Trades — DR 931

Mon. and Wed. 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Credit toward ARDR 610 and 620. Intended for those working in all branches of the building trades and serves as a foundation for further study.

Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction plan, study, construction details, plan reading and interpretation. Introduction to metric drawings.

Date: *April 9 to June 13/84*

Architectural Drafting — Part I — DR 900

Tues. and Thurs. 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details. Introduction to metric drawings.

Date: *April 10 to June 14/84*

Architectural Drafting — Part II — DR 901

Mon. and Wed. 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.

Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.

Date: *April 9 to June 13/84*

Architectural Art and Presentation — Part I — DR 902

Mon. and Wed. 1900-2200 hrs. Casa Loma Campus 30 hours Fee: $35.00

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.

Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc. use of pencil, pen, markers and letratone.

Date: *April 9 to May 9/84*

Drafting (Engineering)

Technical Drawing — Part I — ENDR 901

Tues. and Thurs., 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

An introduction to drawing office practice, including instruction in the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, free-hand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, electrical drawings, layout and assembly drawings.

Date: *April 10 to June 14/84*

Process Piping Drafting — Part I — ENDR 903

Mon. and Wed., 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Prerequisite: Basic knowledge of mechanical drafting, ENDR 901 or equivalent.

The purpose of the course is to introduce to the draftsperson the specialized techniques of process piping drawing.

Course Content: Introduction to orthographic and pictorial piping drawing using single and double line representation, including piping symbols, fittings, valves, piping standards and classifications, schematics and flow diagrams. Materials, fabrication and simplified piping layout.

Date: *April 9 to June 13/84*

Blueprint Reading for Machine Trades — ENDR 910

Tues. and Thurs. 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

The aim of this course is to provide trades people with a basic understanding of blueprint reading.

Course Content: A study of orthographic and pictorial drawing systems. Freehand sketches of machine parts using multiview, isometric and oblique projections. The interpretation of industrial blueprints including notes, specifications, dimension, tolerances and surface finish.

Date: *April 10 to June 14/84*

Heating

Propane (Plant Operator 3) — HT 921

Mon. and Wed. 1900-2100 hrs. Casa Loma Campus 6 hours Fee: $16.00 Exam Fee: $35.00

This course provides the necessary knowledge of propane to write the Fuels Safety Branch Plant Operators — 3 licence. Topics covered include: properties of propane safety procedures, filling of propane containers and propane powered vehicles, and maintenance of filling plant.

Date: *April 16 to April 18/84*

Masonry

Bricklaying — MAS 900

Tues. and Thurs. 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Course Content: The tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Dates: *April 3 to June 7/84*
June 5 to August 9/84

Air Conditioning

Residential Heat Pumps AIR 908

Tues. and Thurs. 1800-2100 hrs.
Casa Loma Campus 30 hours Fee: $55.00

Prerequisite: REF 900, AIR 905 or equivalent. Review of refrigeration fundamentals and air conditioning systems in the home. Basic heat pump cycle and heat pump application. In depth investigation of cycle components including four-way reversing valve operation. Installation and service, procedures and problems. Typical electrical control circuitry and operation. Efficiency measurements such as: C.O.P., E.E.R. and S.E.E.R. Balance Point Determination.

Date: *May 15 to June 13/84*

Carpentry

Carpentry for the Homeowner — Basic CAR 901

Thurs., 1900-2200 hrs. Casa Loma Campus
30 hours Fee: $35.00

Course Content: This course is for people who are interested in the proper use of portable power and hand tools for projects usually found around the home or cottage, such as hanging and trimming doors, installing locks and all those other jobs and repairs that require the knowledge of simple, but effective carpentry work.

Dates: *April 5 to June 7/84*
June 5 to August 9/84

Refrigeration

Refrigeration Operator "B" Class REF 912

Tues. and Thurs. 1800-2100 hrs.
Casa Loma Campus 48 hours Fee: $53.00

Topics covered include: refrigerants, theory of refrigeration, types of compressors and condensers, compressor systems, maintenance, charging, purging and removal of ammonia, types of valves and fittings, brine making and maintenance, efficiency of refrigeration plant, ammonia leakage, general care, inspection, and annual check and overhaul.

Date: *May 8 to June 28/84*

Stationary Engineering

Stationary Engineering 3rd Class Power Plant Applied Science STAT 942

Tues. and Thurs. 1800-2100 hrs.
Casa Loma Campus 48 hours Fee: $53.00

This course covers the following areas: mathematics, elementary mechanics and thermodynamics. Also included are forces and vector quantities, velocity speed and acceleration, work power and energy, areas and volumes, basic trigonometry, heat and heat measurement, heat transfer, and the conversion of heat to work.

Date: *May 8 to June 28/84*

Surveying

Construction and Engineering Surveying — Part I SURV 900

Tues. and Thurs. 1900-2200 hrs.
Casa Loma Campus 60 hours Fee: $65.00

Prerequisite: Reasonable hand-eye co-ordination for the manipulation of small parts.

This course provides the student with the fundamental techniques of construction and engineering surveying.

Course Content: History and uses of surveying; units of measurement; use of basic drafting equipment; drafting from sample field notes; distance measurement; levelling and contours, care and use of engineer's transit; preparation and interpretation of site plans.

Date: *April 3 to June 7/84*

Construction and Engineering Surveying — Part II SURV 901

Tues. and Thurs. 1900-2200 hrs.
Casa Loma Campus 60 hours Fee: $65.00

Prerequisite: SURV 900 or equivalent.

This course uses techniques learned in SURV 900 to develop methods of solving common on-site problems.

Course Content: Azimuths and bearings; solution of triangles; circular geometry; roads and layout; sewers and sewer layout, building layout; grades and drainage.

Date: *June 5 to August 9/84*

Compressor Operator

Compressor Operator COM 900

Tues. and Thurs. 1800-2100 hrs.
Casa Loma Campus 48 hours Fee: $53.00

This course covers the following topics: definitions, basic theory and formula; compressor efficiency; air compressor types; air compressor application; air compressor valves, pistons; steam driven compressors; cylinder unloaders, controls; auxiliary equipment; lubrication; air compressor systems; electric driving motors and safety devices.

Date: *May 8 to June 28/84*

Electrical

Electrical Apprentice Review EL 900

Mon. and Wed. 1830-2130 hrs. Casa Loma Campus
60 hours Fee: $65.00 Materials: $5.00

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year.

Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Date: *April 2 to June 6/84*

Electrical Pre Exam EL 950

Mon. and Wed. 1830-2130 hrs. Casa Loma Campus
60 hours Fee: $65.00 Materials: $5.00

Prerequisite: Designed for journeymen who are seeking interprovincial standards and those journeymen referred by the Ministry on Provisional Certificates.

Theory, code and equipment over the entire apprenticeship training area.

Date: *April 2 to June 6/84*

Physical Science

Mechanics I MECH 100X

Mon. and Wed. 1900-2200 hrs. Casa Loma Campus
60 hours Fee: $65.00

Prerequisite: MATH 100 or equivalent (prior to or concurrent with Mechanics I).
Course Content: Basic principles of statics: conplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Date: *April 16 to June 25/84*

Mechanics of Materials MECH 110X

Mon. & Wed. 1900-2200 hrs. Casa Loma Campus
60 hours Fee: $65.00

Date: *April 16 to June 25/84*

Register early!

Classes fill quickly.

For instructions on how to register by mail, see page 3.

The Business Division

Certificate Programs

The Business Division is offering a number of Part Time Certificate Programs.

These Programs comprise a number of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs.

Certificate Programs are available in:
1. Accounting
2. Business Management
3. Records Management
4. Secretarial Practice
5. Marketing
6. Basic Museum Studies

Note: Register for Part Time Programs or Courses at St. James Campus only.
*"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the English and Liberal section.
Will be offered Fall/84.

NOTE: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further.

Part Time Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 elective

Compulsory for Accounting
ACC 100X — Introduction to Accounting
ACC 102X — Accounting II
ACC 202X — Cost Accounting I
EC 903—Economics

Electives for Accounting
BUS 900-A Business Management I
BUS 900-B Business Management II
ENG 201X English and The Business World
OMDP 902-A Ontario Business Law I
OMDP 902-B Ontario Business Law II
EDP 900 Introduction to E.D.P.

Part Time Certificate Program in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 electives.

Compulsory for Business Management
BUS 900-A Business Management I
BUS 900-B Business Management II
MARK 100X Marketing
ACC 100X Accounting I

Electives for Business Management
EDP 900 Introduction to Data Processing
ACC 102X Accounting II
ACC 202X Cost Accounting I
ENG 201X* English and The Business World
OMDP 902A Ontario Business Law I
OMDP 902B Ontario Business Law II
OMDP 907 Effective Supervision—Human Relations
EC 903 Economics

Part Time Certificate Program in Secretarial Practice

This program will appeal to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.

Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Appliants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
5 compulsory, 1 elective

Compulsory Courses:
TYP 905 Advanced Typing
SHP 900A&B Pitman Shorthand—Theory
SHP 901** Pitman Shorthand—Speed
ENG 201* English and the Business World
RM 900 Introduction to Records Management

Elective Course—One of the Following
OMDP 902A Ontario Business Law I
OMDP 902B Ontario Business Law II
EDP 900 Introduction to Data Processing
MARK 100X Marketing
BOK 552X Bookkeeping
RM 901 Advanced Records Management

Part Time Certificate Program in Records Managements

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the managment of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful.

The six course certificate program consists of the following:

Compulsory Courses:
RM 900 Introduction to Records Managment
RM 901 Advanced Records Management

Elective courses—Choose a minimum of two courses from the list below
RM 902 Forms Management
RM 903 Manuals Management
MICRO 900 Microfilm for Your Business
FORM 900 Procedural Analysis
FORM 901 Forms Design
BUS 800 Archives Management

Choose a maximum of two courses from the general Business and Commerce offerings.
Will be offered Fall/84

Part Time Certificate Program in Marketing

This program will interest those who are presently employed in the marketing side of business. It will afford them an opportunity to become more rounded in the field of marketing and it may help them to advance in their careers. The program will also appeal to those who are not yet employed in the field, but have a keen interest in the subject.

The program is anything but theoretical. Lecturers are chosen from business and will bring vast marketing experience to the students. This, combined with textbook studies and case analysis will prepare students for practical application of their knowledge.

The six-course course certificate program consists of the following:

Compulsory Courses:
MARK 100X Marketing—Introduction to
MARK 205X Marketing Management I
MARK 904 Advertising—Introduction to
MARK 905 Retail Management— Introduction to

Elective Courses:
MARK 202X Marketing Research and Information Systems
MARK 903 Industrial Marketing
LAW 900 Marketing Law
MARK 906 Consumer Behaviour

Part Time Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal edfication will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 elective.

Compulsory for Accounting

Accounting I — ACC 100X

Tues., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00
See equivalency see page 20.

Prerequisite: BOK 552X or equivalent. Proof must be exhibited at time of registration. Acceptable proof is: Certificate of Completion of BOK 552X or a letter from present employer stating present experience and/or duties.
This course will cover the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems will also be studied. Major topics will include: the accounting equation; balance sheet preparation; income statement preparation; the end-of-period process; cash and receivables; inventory and plant and equipment.

Date: *April 24 to July 24/84*

Accounting II — ACC 102X

Wed., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00
See equivalency see page 20.

Prerequisite: ACC 100X or equivalent. This course will deal with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, as well as with cost accumulation, cost control and financial planning.

Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis:

Date: *April 25 to July 25/84*

Cost Accounting — ACC 202X

Mon., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00

The course is designed for students with an accounting standing equivalent to ACC 100X and 102X, and for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.

Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.

Date: *April 23 to July 23/84*

Economics — EC 903

Mon. and Wed., 1830-2130 hrs. St. James Campus
84 hours Fee: $110.00
See equivalency see page 20.

Course Content: Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance, Civics, organizations of federal, provincial and municipal governments.

Date: *April 23 to July 23/84*

Electives for Accounting

Business Management I — BUS 900A

Wed., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00 Materials: $5.00

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).

Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada; an overview.

Date: *April 25 to July 25/84*

Ontario Business Law I — OMDP 902A

(79-051—79-060)
Wed., 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Materials: $25.00
See equivalency see page 20.

This course will help students to develop an understanding of the legal aspects faced by Ontario businesses. It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.

This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Date: *April 25 to June 27/84*

Business Management II — BUS 900B

Tues., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00 Materials: $5.00

Second part of a two-part course for people in junior or middle management positions, Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.

Case studies for each major topic.

Date: *April 24 to July 24/84*

Introduction to Data Processing — EDP 100X

Wed. or Thurs. 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00 Materials: $5.00

This course introduces the student to the various components of a computerized data processing system with emphasis on computer programming using the BASIC programming language. There is extensive use of the computer to write BASIC programs for business applications. Specific topics are: information systems, BASIC programming, computer system usage, looping constructions, input and output specifications, arithmetic operations and functions, one-dimensional and two-dimensional arrays, top-down design, built-in functions.

Dates: *April 25 or 26 to July 25 or 26/84*

"R.I.A." — SOCIETY OF MANAGEMENT ACCOUNTANTS

The Society of Management Accountants, "The R.I.A.'s" offer a full program of courses at George Brown College, St. James Campus, leading to the Professional Management Accounting Designation — RIA. Professional accreditation as an RIA management accountant is earned by successfully completing (or receiving exemption from) the examinations based on the academic program. Applicants must also demonstrate an ability to apply that knowledge through a minimum of two years related work experience. This is usually accomplished by students while they are completing their R.I.A. Studies. Further information can be obtained from the St. James Campus or from the Society at, Ste. 910 — 20 Victoria St. Toronto, Ontario M5C 2N8, Telephone: 363-8191.

SPRING SEMESTER 1984
Week of April 2

Commercial Law: Tuesday/Thursday
Organizational Behaviour: Wednesday
Economics: Tuesday
Communications & Case Analysis: Tuesday/Wednesday
Intermediate Accounting II: Wednesday/Thursday
Quantitative Methods II: Thursday
Data Processing: Tuesday
Taxation: Tuesday/Thursday
Internal Auditing: Wednesday/ Thursday
Advanced Management Acc.: Tuesday/Wednesday
Advanced Financial Acc.: Wednesday/Thursday

REGISTER IMMEDIATELY
Registrations taken at: 20 Victoria St., Suite 910.
Courses held at: St. James Campus, 200 King St. East.

PART-TIME CERTIFICATE PROGRAM IN BUSINESS MANAGEMENT

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 electives

Compulsory for Business Management

Compulsory for Business Management

Marketing — MARK 100X

Wed., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.

Date: *April 25 to July 25/84*

Business Management I — BUS 900A

Wed., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00 Materials: $5.00

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).

Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada, an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling, communication and directing. Management; qualifications, senior management, first line management, middle management.

Date: *April 25 to July 25/84*

Business Management II — BUS 900B

Tues., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00 Materials: $5.00

Second part of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.

Date: *April 24 to July 24/84*

Accounting I — ACC 100X

Tues., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00
See equivalency see page 20.

Prerequisite: BOK 552X or equivalent. This course will cover the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems will also be studied. Major topics will include: the accounting equation; balance sheet preparation; income statement preparation; the end-of-period process; cash and receivables; inventory and plant and equipment. **Note:** Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further.

Date: *April 24 to July 24/84*

Introduction to Data Processing — EDP 100X

Wed. or Thurs., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00 Materials: $5.00

This course introduces the student to the various components of a computerized data processing system with emphasis on computer programming using the BASIC programming language. There is extensive use of the computer to write BASIC programs for business applications. Specific topics are: information systems, BASIC programming, computer system usage, looping constructions, input and output specifications, arithmetic operations and functions, one-dimensional and two-dimensional arrays, top-down design, built-in functions.

Dates: *April 25 or 26 to July 25 or 26/84*

Accounting II — ACC 102X

Wed., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00
See equivalency see page 20.

Prerequisite: ACC 100X or equivalent. This course will deal with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, as well as with cost accumulation, cost control and financial planning.
Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statements of changes in financial position, accounting for manufacuring operations, cost, volume and income analysis.

Date: *April 25 to July 25/84*

Cost Accounting — ACC 202X

Mon., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00

The course is designed for students with an accounting standing equivalent to ACC 100X and 102X, and for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.
Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.

Date: *April 23 to July 23/84*

Ontario Business Law I (79-051—79-060) — OMDP 902A

Wed., 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Materials: $25.00
See equivalency see page 20.

This course will help students to develop an understanding of the legal aspects faced by Ontario businesses. It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction. This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Date: *April 25 to June 27/84*

Economics — EC 903

Mon. and Wed. 1830-2130 hrs. St. James Campus
84 hours Fee: $110.00
See equivalency see page 20.

Course Content: Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance. Civics, organizations of federal, provincial and municipal governments.

Date: *April 23 to July 23/84*

Effective Supervision—Human Relations (75-01) — OMDP 907

Thurs., 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Materials: $25.00

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course. Topics covered include: understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communication, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Date: *April 26 to June 28/84*

PART TIME CERTIFICATE PROGRAM IN SECRETARIAL PRACTICE

This program will appeal to applicants who wish to embark on a career in the steographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.
Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.
Students are expected to complete the program within a maximum of 3 years.
Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
5 compulsory, 1 elective

Compulsory Courses

Typewriting III (Advanced) — TYP 905

Mon. and Wed., 1800-2100 hrs. St. James Campus
60 hours Fee: $65.00 Materials: $25.00

Prerequisite: 35 w.p.m. or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 50 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 50 w.p.m. or better on ten-minute tests.

Date: *April 23 to June 27/84*

Pitman Shorthand Theory I — SHP 900A

Tues. and Thurs. 1800-2100 hrs.
St. James Campus 72 hours Fee: $77.00

Prerequisite: Grade 12 English or equivalent, 45 w.p.m. in typing.
Course Content: Introduction to theory of Pitman Shorthand, through coverage of short-forms and phrases, laying a good foundation for speed development in subsequent courses.

Date: *April 24 to July 12/84*

Pitman Shorthand Theory II — SHP 900B

Tues. and Thurs. 1800-2100 hrs.
St. James Campus 72 hours Fee: $77.00

Prerequisites: SHP 900A or acceptable background determined by test.
Course Content: Continuation of the theory, developing of techniques in taking dictation at speeds of up to 100 w.p.m. and transcribing it in mailable form.

Date: *April 24 to July 12/84*

Pitman Shorthand — Speed Development — SHP 901

Tues. and Thurs. 1800-2100 hrs.
St. James Campus 60 hours Fee: $65.00

Prerequisite: SHP 900A & B or equivalent, and 45 w.p.m. in typewriting.
**Can be waived if student attained 100 w.p.m. in SHP 900.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on short forms and phrases; practise in transcribing notes at the typewriter in acceptable, mailable form.

Date: *April 24 to June 28/84*

Register early!

Classes fill quickly.

For instructions on how to register by mail, see page 3.

Elective Courses — One of the following

Ontario Business Law I (79-051 — 79-060) — OMDP 902A

Wed., 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Materials: $25.00
See equivalency see page 20.

This course will help students to develop an understanding of the legal aspects faced by Ontario businesses. It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Date: *April 25 to June 27/84*

Introduction to Data Processing — EDP 100X

Wed. or Thurs. 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00 Materials: $5.00

This course introduces the student to the various components of a computerized data processing system with emphasis on computer programming using the BASIC programming language. There is extensive use of the computer to write BASIC programs for business applications. Specific topics are: information systems, BASIC programming, computer system usage, looping constructions, input and output specifications, arithmetic operations and functions, one-dimensional and two-dimensional arrays, top-down design, built-in functions.

Date: *April 25 or 26 to July 25 or 26/84*

Bookkeeping I — BOK 552X

Mon., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00

This course will provide students with a sound knowledge of bookkeeping concepts and procedures which form the basis of any accounting system. It will allow students to enter the job market in the field of bookkeeping and it will prove to be a solid background for those students who want to continue with more advanced studies of accounting.
Major topics will include: analyzing business transactions affecting assets, liability and owner's equity accounts, as well as, revenue and expense accounts; recording business transactions; the trial balance; posting, adjustments and closing entries; accounting for professional enterprises; financial statements, petty cash and payroll.

Dates: *April 23 to July 23/84*
May 14 to August 13/84

Marketing MARK 100X

Wed., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.

Date: *April 25 to July 25/84*

PART TIME CERTIFICATE PROGRAM IN MARKETING

This program will interest those who are presently employed in the marketing side of business. It will afford them an opportunity to become more rounded in the field of marketing and it may help them to advance in their careers. The program will also appeal to those who are not yet employed in the field, but have a keen interest in the subject.

The program is anything but theoretical. Lecturers are chosen from business and will bring vast marketing experience to the students. This, combined with textbook studies and case analysis will prepare students for practical application of their knowlege.

The six-course certificate program consists of the following:

6 Courses:
4 compulsory, 2 electives

Compulsory Courses

Marketing MARK 100X

Wed., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.

Date: *April 25 to July 25/84*

Introduction to Advertising MARK 904

Mon., 1800-2100 hrs. St. James Campus
42 hours Fee: $70.00

You may find that an ad gets your attention, but you are not quite sure why. The answer is found in understanding the components of advertising — headline, layout, illustration and copy.

This course will demonstrate how to use each of these components effectively. Additional topics in the course are: The use of consumer research in identifying those people who are most likely to buy, creative strategy (what message to use), selection of appropriate media, pros and cons of using T.V. versus radio versus print.

Date: *April 23 to July 23/84*

Introduction to Retail Management MARK 905

Thurs., 1800-2100 hrs. St. James Campus
42 hours Fee: $70.00

This course is designed to provide basic retail tools and knowledge to the student. Participants will be encouraged to use their own business as a case study.

Although the course is designed primarily for "people in business", those who are inclined to become "self-employed" or aspire to a retail management position would be well advised to enroll. Experienced instructors who are professional retail managers are able to identify most common problems and deficiencies and can provide solutions and instructions in simple understandable terms. Course Content: Planning and budgeting; inventory control; merchandising; cost control; security; personnel, advertising and promotion.

Date: *April 26 to July 26/84*

Marketing Management I MARK 205X

Thurs., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00

Prerequisite: MARK 100X
This course interrelates elements of the marketing mix that were studied separately in previous courses by comparing various strategies and their underlying causes, relating these to product and price. Text, cases, computer simulation, project.

Date: *April 26 to July 26/84*

Elective Courses

Industrial Marketing MARK 903

Wed., 1800-2100 hrs. St. James Campus
42 hours Fee: $75.00

The purpose of this course is to develop an understanding and a working knowledge of marketing in the industrial sphere.

The student upon completion of the course will be able to effectively apply the marketing concept to the marketing of industrial products.

Date: *April 25 to July 25/84*

Marketing Law LAW 900

Thurs., 1800-2100 hrs. St. James Campus
42 hours Fee: $90.00

This course will introduce the student to the legal system as it pertains to marketing.

Major topics covered in the course are: federal and provincial jurisdiction; the law and the various forms of business; marketing contracts; the matter; credit; regulation of sales and competition, negligence and product liability; contracts and torts that the marketer should be aware of.

Date: *April 26 to July 26/84*

Marketing Research and Information Systems MARK 202X

Tues., 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00

Prerequisite: MARK 100X or equivalent.
Designed for the user of information rather than for the technical research specialist, the course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques are studied. Text, cases, project.

Date: *April 25 to July 25/84*

Consumer Behaviour MARK 906

Mon., 1800-2100 hrs. St. James Campus
42 hours Fee: $70.00

Marketing refers to the process of satisfying consumers' needs. This course examines consumers and their motivations relating to purchase decisions.

Course Content: The effects of social class on purchasing behaviour; consumers' acceptance of certain new products and rejection of others; the debate whether consumers are manipulated to buy products they do not really need; personality differences and their effects on purchasing behaviour; attitudes on purchasing behaviour; attitudes and beliefs — can they be changed by advertisements?

Date: *April 23 to July 23/84*

Retail Advertising Copy Writing (Advanced) MARK 902

Tues., 1800-2100 hrs. St. James Campus
30 hours Fee: $100.00

Prerequisite: MARK 901 or comparable practical experience.

This course is a natural outgrowth of MARK 901. The advanced level of instruction combined with workshops will enhance students' chances of obtaining full-time employment.

Course Content: Writing copy of regular price, sale, image and institutional advertisements, radio and television writing; direct mail, billboards and posters. Term project will entail creating a complete advertising compaign using all media covered in this course. Enrollment limited to 16.

Date: *April 24 to June 26/84*

Insurance Courses Leading to A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada.

An examination fee of $30 per A.I.I.C. subject is collected on behalf of the Institute upon registration. The examination fee for General Insurance Essentials is currently $24.

REGISTRATION

Course	Deadline
April	March 23/84

Principles and Practice of Insurance INS 911

Mon., 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Introducing the Insurance business; the organization and operation of Insurance; law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.

Note: This course is a prerequisite for any other A.I.I.C. subject.

Date: *April 9 to June 25/84*

Insurance on Property I INS 912

Wed., 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Prerequisite: INS 911.
Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Date: *April 11 to June 27/84*

Insurance on Property II INS 933

Tues., 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Prerequisite: INS 911, 912.
Business fire coverages; extended coverage endorsements E.C.K.L.J. rating; fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Date: *April 10 to June 26/84*

Insurance on the Person INS 934

Wed., 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Prerequisite: INS 911.
History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems.

Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Date: *April 11 to June 27/84*

Insurance against Crime INS 935

Tues., 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Prerequisite: INS 911
Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery. Theft insurance — church theft, residence theft; broad form coverage — money and securities policy (broad form); safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Date: *April 10 to June 26/84*

Business Interruption INS 940

Mon., 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Prerequisite: INS 911, INS 912
Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.
Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Date: *April 9 to June 25/84*

Property Loss Adjustment INS 941

Thurs. 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Prerequisite: INS 911, INS 933
Obligations of the insured and insurance company in event of loss; the adjuster — investigation and reports: the policy; determining the loss; determining the cause and point of origin of fires; criminal code offences; co-insurance, pro-rata distribution, apportionments; guiding principles; arbitration; miscellaneous coverages, special procedures; business interruption; extended coverage; forms and documents; aids to implementing adjustment.

Date: *April 12 to June 28/84*

Insurance Against Liability INS 913

Thurs. 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Prerequisite: INS 911
The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences. The Law of Negligence — Province of Quebec.

Date: *April 12 to June 28/84*

Insurance Accounts and Finance INS 916

Wed. 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

This course is the mandatory last course in the A.I.I.C. program.
Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods interrelationship of accounting and statisical departments: books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Date: *April 11 to June 27/84*

Building Construction/ Fire Protection and Basic Hazards INS 936

Wed. 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Prerequisite: INS 911
A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combusion — as well as to volatility and flammability.

Date: *April 11 to June 27/84*

Automobile Insurance INS 914

Tues. 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Prerequisite: INS 911
Introduction and development, and applications in general, applications for Owner's form (S.P.F.I); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsiblity laws: highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating; claims.

Date: *April 10 to June 26/84*

Loss Adjustment and Claim Settlement INS 915

Wed. 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Prerequisite: INS 911, INS 914.
Adjusting in general, the adjuster's obligations, ethics; the contract — definition of terms, types of contract — definition of terms, types of contract; relationships — waiver and estoppel, non-waiver agreements, proximate cause, without prejudice, reports subrogation; aids to implementing adjustments — catastrophe plan, arbitration agreements, Insurance Crime Prevention Bureau, guiding principles; first party claims; public liability insurance; products liability; professional liability; bond claims — fidelity and surety; preserving the evidence; litigation; termination of a claim.

Date: *April 11 to June 27/84*

Casualty Covers INS 943

Thurs. 1730-2130 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Prerequisite: INS 911
Glass Insurance - policy coverage, underwriting, claims; surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance, air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance, commerical credit insurance.

Date: *April 12 to June 28/84*

Industrial Process Hazards INS 937

Thurs. 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Prerequisite: INS 911, INS 936.
Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Date: *April 12 to June 28/84*

Bodily Injury Claims INS 932

Thurs. 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Prerequisite: INS 911, INS 915
Course Content: Investigtion and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, Disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims.

Date: *April 12 to June 28/84*

Casualty Loss Prevention INS 938

Tues. 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Course Content: Owner's landlords' and tenants' liability: Introduction, inspections, exit requirements, swimming pools, schools, day nurseries and schools, day nurseries and school camps elevator liability. Manufacurers' and contractors' liability. Crime: Introduction, fidelity bonds, crime inspections, physical protection. Burglar alarm systems: Introduction, burglar alarm equipment and wiring methods, choice of alarm system. Safe and vaults: robbery.

Date: *April 11 to June 26/84*

General Insurance Essentials — Part I INS 981

Thurs. 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

This couse is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in co-operation with the Insurance Institute of Canada
Note: No course other than INS 950B may be taken concurrently with this course.

Date: *April 12 to June 28/84*

General Insurance Essentials — Part II INS 982

Thes. 1730-2030 hrs. St. James Campus
36 hours Fee: $70.00 Materials: $5.00

Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Credit will be granted for INS 911 and one other optional subject in the A.I.I.C. offerings.
Note: No course other than INS 981 may be taken concurrently with this course.

Date: *April 10 to June 26/84*

Licence Qualification (General Lines Insurance) INS 944

Mon. and Wed. 1800-2100 hrs. St. James Camopus
60 hours Fee: $100.00 (including examination Fee) Materials: $160.00

Intended for students preparing for agents licensing, non-producer agency personnel, insurance buyers, adjusters, and insurance company staff. Instructors are drawn from among leading agencies, insurers and allied organizations.
This evening course is equivalent to the 12 day licensing course, given by the I.I.A.B.O. in residence at Lake Geneva and will include visual teaching aids, case studies, group assignments and discussions.
Course Content: Principles of insurance, property, business interruption, condominiums, home-owners & tenants, inland transportation, liability, automobile, crime, bonds, boiler & machinery, claims, agency operation and routines.

Date: *April 23 to June 27/84*

Electronic Data Processing

All EDP students, in addition to classroom hours, will be expected to use the computer for a minimum of 3 to 10 hours per week.

Introduction to Data Processing EDP 100X

Wed. or Thurs. 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00 Materials: $5.00

This course introduces the student to the various components of a computerized data processing system with emphasis on computer programming using the BASIC programming language. There is extensive use of the computer to write BASIC programs for business applications. Specific topics are: information systems, BASIC programming, computer system usage, looping constructions, input and output specifications, arithmetic operations and functions, one-dimenstional and two-dimenstional arrays, top-down design, built-in functions.

Dates: *April 25 or 26 to July 25 or 26/84*

Cobol I EDP 101X

Tues. 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00 Materials: $10.00

Prerequisite: EDP 101X or equivalent. Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

Date: *April 24 to July 24/84*

Cobol II EDP 200X

Tues. 1800-2100 hrs. St. James Campus
42 hours Fee: $47.00 Materials: $10.00

Prerequisite: A "C" standing in Cobol I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

Date: *April 24 to July 24/84*

Cobol III EDP 204X

Mon. & Wed. 1800-2100 hrs. St. James Campus
60 hours Fee: $65.00 Materials: $10.00

Prerequisite: A "C" standing in COBOL II or equivalent.
This is an advanced course in programming. Topics include: devising solutions to complex EDP problems, use of the Report Writer feature, use of external sub programs.

Dates: *April 23 to June 27/84*

Clerical and Secretarial Skills

Typewriting (Beginning) TYP 901

Mon. and Wed. or Tues. and Thurs. 1800-2100 hrs.
St. James campus 60 hours Fee: $65.00
Materials: $10.00

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting set-ups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys will be taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part). The names, care, and proper manipulation of the parts of the machine will be introduced as required. Also the rules of syllabication and capitalization, tabulation and letters will be covered.

Dates: *April 23 or 24 to June 27 or 28/84*
June 4 or 5 to August 8 or 9/84

Typewriting II (Intermediate) TYP 903

Mon. and Wed. 1800-2100 hrs. St. James campus
60 hours Fee: $65.00 Materials: $20.00

Prerequisite: 20 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centring and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m.

Date: *April 23 to June 27/84*

Typewriting III (Advanced) TYP 905

Mon. and Wed. 1800-2100 hrs. St. James Campus
60 hours Fee: $65.00 Materials: $25.00

Prerequisite: 35 w.p.m. or TYP 901.
The purpose is to: (a) futher develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 50 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement; centring of menus, programs, announcements,; business etters — different styles, placement, carbon copies and envelopes; essential business forms, erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 50 w.p.m. or better on ten-minute tests.

Date: *April 23 to June 27/84*

La Dactylographie en Français TYP 906

Niveau débutant mardi et jeudi 18h15-21h15
Campus St-James (200 rue King est-à l'est de Jarvis) 60 heures Coût: 65$

Les apprenants maîtrisent le clavier en utilisant la méthode "avesgle" et comprennent comment mettre en pae les lettres dactylographiées. A la fin du cours ils tapent 25 mots par minute à un test de vitesse de 5 minutes. On apprend également les règles de syllabation, d'emploi des majuscules et de tabulation.

Date: *du 10 avril/84 au 14 juin/84*

Word Processing I WORD 201X

Wed. 1800-2100 hrs. or Sat. 0900-1300 hrs.or 1315-1715 hrs. St. James Campus
28 hours Fee: $125.00 Materials: $10.00

Prerequisite: Grade 12 English and 50 wpm in typing (test required)
Course Content: This course is designed for the student who has already substantial office experience and who wishes to acquire the skills to operate word processing equipment effectively. Intensive hands-on-training will be provided on "The Wang system".

Dates: *April 25 or 28 to June 20 or 9/84*
June 27 to August 22/84

Intermediate Word Processing WORD 800

Mon. or Fri. 1800-2100 hrs. St. James Campus
28 hours Fee: $125.00 Materials: $10.00

Continued training on the Wang System. Introduction to glossary. Students will be able to create, manipulate and print documents using the following functions: Merge, Dual Column and Repagination.

Dates: *April 23 or 27 to June 18 or 23/84*
June 25 or 29 to August 20 to 24/84

Advanced Word Processing WORD 801

Tues. 1800-2100 hrs. St. James Campus
27 hours Fee: $125.00 Materials: $10.00

Prerequisite: Intermediate Word Processing. This course continues training on the Wang System. Topics include: Glossary Design to Perform Edit Functions, Mathematical Functions Using Accumulators, Mathpak Glossaries, Transfer Control from one Glossary Entry to Another Glosssary Entry. Demonstrations include: Generator, The Index Generator Function, Format Modification Function, Super Global Replace Function and Document Compare Function.

Dates: *April 24 to June 19/84*
June 26 to August 21/84

Word Processing Concepts WORD 113X

Thurs. 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Materials: $5.00

Course Content: This course introduces the student to purpose and place of word processing and examines equipment and types of word processing systems.

Date: *April 26 to June 28/84*

Traitement de textes WORD 900

jeudi 18h15-21h15 Campus St-James
(200 rue King est-à l'est de Jarvis) 30 heures
Coût: 12$

Ce cours permet aux apprenants d'améliorer leur rendement et leur productivité dans le domaine du traitement de textes.
Ce cours répond aux besoins actuels des apprenants et envisage l'utilision de leurs connaissances dans le cadre de leur carrière ou de leur entreprise. Ce cours met l'accent sur: l'organisation du travail, la recherche, l'optimisation, le traitement de l'information et son application, et l'automatisation de tâches routinères. A chaque cours l'apprenant s'entraîne sur une machine individuelle de traitement de textes.

Dates du cours: *du 12 avril au 14 juin/84*
du 21 juin au 16 août/84

Shorthand — Refresher Course SH 900

Tues. and Thurs. 1800-2100 hrs. St. James Campus
84 hours Fee: $115.00

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory of any system.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of shortforms, contractions, intersections and phrases; attention to development of speed.

Date: *April 24 to July 26/84*

Basic Keyboarding I KB 100X

Tues. & Thurs. 1800-2100 hrs. St. James Campus
60 hours Fee: $65.00 Materials: $5.00

Course Content: This course is designed for those with no or almost no previous knowledge of typing. After keyboard is thoroughly covered the remaining time will be spent on drills to promote speed and accuracy. A terminal speed of 20 to 25 words per minute is the desired goal.

Dates: *April 10 to June 14/84*
June 19 to August 23/84

Basic Keyboarding II KB 101X

Tues. & Thurs. 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Materials: $5.00

Course Content: This subject is designed to build on basic keyboarding skills and to produce a rate of 35 to 40 words per minute, using five minute timed writings and international rules.

Dates: *April 24 to May 24/84*
June 26 to July 26/84

Document Preparation — General BUS 169X

Tues. & Thurs. 1800-2030 hrs. St. James Campus
76 hours Fee: $80.00 Materials: $10.00

Prerequisite: Keyboarding I.
Course Content: This subject is designed to provide students with training in the preparation of documents such as business letters, letters of memorandum, financial statements, multi-page documents with footnotes, business forms, as well as minutes of meetings.

Date: *April 24 to August 2/84*

Legal Office Procedures Part I OP 206X

Mon. & Wed. 1800-2100 hrs. St. James Campus
60 hours Fee: $65.00 Materials: $5.00

Course content: In addition to development of typing skills, this course focuses on the varied duties involved in running a legal office. Emphasis is placed on the thorough understanding and accurate preparation of the correspondence and documents involved in the various facets of law covered.

Dates: *April 23 to June 27/84*

Legal Machine Transcription — Parts I BUS 262X

Wed. 1800-2100 hrs. St. James Campus
39 hours Fee: $44.00 Materials: $5.00

Course Content: This course introduces the student to the basic use of transcription equipment as it applies to the legal office.

Date: *April 4 to June 27/84*

Legal Machine Transcription — Part II BUS 272X

Tues. & Thurs. 1800-2030 hrs. St. James Campus
75 hours Fee: $80.00 Materials: $5.00

Course Content: The purpose of this course is to develop skill in the operation of transcribing equipment. Emphasis is placed on production of the various types of correspondence and documentation encountered in routine legal transactions and court actions. The student is expected to receive instructions via the machine with regard to the handling of a file and to execute such work with a high level of speed and accuracy.

Date: *July 3 to October 11/84*

Legal Shorthand and Transcription — Part I SH 207X

Tues. & Thurs. 1800-2100 hrs. St. James Campus
90 hours Fee: $95.00 Materials: $5.00

Prerequisite: 80 w.p.m. on general three minute material

Course Content: In this course, particular emphasis is placed on developing the writer's ability to handle the kind of terminology that is likely to be encountered in a legal office, at an acceptable writing speed and accuracy level.

Dates: *April 17 to July 26/84*
September 11 to December 20/84

Register early!

Classes fill quickly.

For instructions on how to register by mail, see page 3.

ATTENTION!

OWNERS, MANAGERS, SUPERVISORS, ENTREPRENEURS

COURSES TO SUCCESS

ONTARIO MANAGEMENT DEVELOPMENT PROGRAM

— Ontario Management Development Program courses will assist you in meeting your career goals by providing you with management training needed to run your business successfully.
— Assist you in starting your own small business.
— Offer Provincial OMDP Certificates, issued by the Ministry of Colleges and Universities to recognize your achievement on completion of basic programs. Certificates are offered in Business Management and Supervisory Studies.
— Who develops these courses? Co-ordinated by the Ministry of Colleges and Universities in co-operation with Ontario's Community Colleges, OMDP courses are designed by business and industry professionals. Among these is the Federal Business Development Bank.

A. Business Management — General
B. Financial Control
C. Marketing
D. Production
E. Personnel Management and Labour Relations
H. Electives

For further information please call 967-1212, ext. 3289.

Certificate Category:
BUSINESS MANAGEMENT STUDIES (BMS)

Group A:	**Business Management — General**
72-07	OMDP922 Management for Results
82-09	OMDP930 Management By Objectives and Results
80-08	OMDP931 Successful Small Business Management
87-03	OMDP932 Computers from the Manager's Viewpoint
Group B:	**Financial Control**
79-09	OMDP926 Internal Control for Small Business
79-051 to 79-060	OMDP902A Ontario Business Law I
82-01	OMDP925 Fundamentals of Financial Management
FT-1	
68-01	OMDP916 Credit & Collection
76-02	OMDP909 Management Approach to Credit & Collections
Group C:	**Marketing**
80-03	OMDP923 The ABCs of Selling
81-03	OMDP948 How to Operating a Successful Retail Store
72-08	OMDP933 Managing the Marketing Function
76-12	OMDP934 Planning Profitable Advertising
79-11	OMDP935 Marketing Your Product
77-11	OMDP936 Marketing for Small Business
80-04	OMDP937 Understanding your Customer

— Who teaches? Course leaders are practical, well qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners.
— Course descriptions follow.
Participants may register in one or more courses in the same term and select the courses in the sequence outlined below.

CERTIFICATE IN BUSINESS MANAGEMENT STUDIES

Satisfactory completion of six courses, three of which are prescribed from three of the groups "A" to "D" below. A fourth course is required from groups "A" to "H". The remaining two courses may be drawn from groups "A" to "H", or from non-OMDP college-approved related courses:

Group D:	**Production**
73-09	OMDP913 Purchasing
72-06	OMDP938 Job Enrichment for Administration
72-15	OMDP939 Manufacturing, Planning & Control
78-05	OMDP924 Inventory Management
75-04	OMDP940 Effective Supervision — Production
75-03	OMDP908 Effective Supervision — Administration
Group E:	**Personnel Management and Labour Relations**
75-01	OMDP907 Effective Supervision — Human Relations
82-03	OMDP912 Management Skills in Personnel Selection
81-04	OMDP906 People Management: Tools & Techniques
76-01	OMDP941 Effective Labour Relations
75-02	OMDP942 Effective Supervision — Communications
Group H:	**Electives**
77-10	OMDP914 How to Start a Small Business
82-08	OMDP943 Taxation, Your Business & You
82-06	OMDP944 The Basics of Small Computer Systems
78-001 to 78-072	OMDP900 Management Functions for Supervisors
72-01	OMDP945 Effective Supervision — Construction
75-08	OMDP946 Municipal Management for Results
73-03	OMDP947 Effective Supervision — Administration for the Public Service

Management Functions For Supervisors OMDP 900

Thurs. 1800-2030 hrs. St. James Campus
25 hours Modules: $15.00 each (if taken separately) Fee: $30.00 Materials: $25.00

The following modules will be offered in sequence as outlined below every Thursday night for ten weeks. A student taking all modules will be credited with one full course toward the Ministry of Education Certificate.
Course Content: The role of the supervisor; Management process; an introduction; Time Management; Introduction to budgeting; Decision making techniques; Allocating human resources; Meeting management; Interviewing: An Introduction; Performance appraisals; Women as supervisors and supervising women.

Date: *April 26 to June 28/84*

Work Study I (71-02) OMDP 901A

Mon. 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Materials: $25.00

The course will introduce methods and time study. It will prepare the student for effective participation in a company work study program. It will provide a strong base on which to build experience in analysis.

Date: *April 23 to June 25/84*

Work Study II (71-02) OMDP 901B

Mon. 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Materials: $25.00

Prerequisite: OMDP 901A Work Study
Second part of two-part course. Topics included are: Introduction to work measurement; principles of work management; fundamental procedures of stopwatch time study, work sampling theory and application, communications.

Date: *April 23 to June 25/84*

DON'T FORGET!

Information/Registration nights
See the inside front cover for details.

Ontario Business Law I (79-051 — 79-060) OMDP 902A

Wed. 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Materials: $25.00
See equivalency see page 20.

This course will help students to develop an understanding of the legal aspects faced by Ontario businesses. It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Managment Studies, OR half credit woard "LAW 200" offered in the day program.

Date: *April 25 to June 27/84*

People Management: Tools and Techniques (73-60) OMDP 906

Thurs. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Materials: $25.00

Course Content: The purpose of this course is to provide the participants with usable mental tools which will allow them to structure their approach to people within their own organizaation in a more effective way. Topics covered include: overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication and constructing an effective environment.

Date: *April 26 to June 28/84*

Effective Supervision — Human Relations (75-01) OMDP 907

Thurs. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Materials: $25.00

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course. Topics covered include understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Date: *April 26 to June 28/84*

Effective Supervision in Administration (75-03) OMDP 908

Wed. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Materials: $25.00

Course Content: To understand the techniques of flow charting and layout analysis as aids towards improving administration. To appreciate the need for selecting meaningful standards when developing objectives and plans against which performance can be measured and evaluated. To emphasize the role of the administrative supervisor in taking corrective action, making decisions and carrying them out. To encourage the administrative supervisor in self-development in the art and techniques of supervision.

Date: *April 25 to June 27/84*

Management Approach to Credit and Collections (76-02) OMDP 909

Tues. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Materials: $25.00

Course Content: To develop a managerial concern for the planning, organizing, co-ordinating and controlling of the credit and collection function. To develop an understanding of the credit and collection operation that is consistent with prudent financial management and the maximization of operating profits.

Date: *April 24 to June 26/84*

Management Skills in Personnel Selection (77-01) OMDP 912

Wed. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

Course Content: To establish criteria or bench marks against which employers decide to hire. Based on the above, to determine what areas in the selection process are of particular importance. To emphasize the importance of proper selection of employees. To provide an understanding of personnel recruitment and selection techniques. To highlight the importance of planning manpower needs, both with respect to numbers of people and specific job requirements and duties. Topics cover include: Film — "The Employee Turnover Syndrome", selection procedures, application form, position announcement, screening methods, the interview.

Date: *April 25 to June 27/84*

Purchasing (73-09) OMDP 913

Mon. 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Material Fee: $25.00

Course Content: To understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. Topics covered include: purchasing and profits, setting purchasing specifications, how much to purchase, basic inventory control and purchasing, selecting suppliers, determining prices, other costs in purchasing, purchasing procedure, value analysis, purchasing outside Canada.

Date: *April 23 to June 25/84*

How To Start A Small Business (77-10) OMDP 914

Thurs. 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Material Fee: $25.00

Course Content: Starting a small business — choosing a legal form, the business plan. Establishing a business — existing business vs. a new business location and physical requirements. Financial requirements — start-up costs, sources of financing. The marketing process — target markets, sales forecast. Marketing strategy — marketing mix, marketing plan. Management and staffing. Purchasing and inventory control — setting up the system. Financing statements — are they worth the effort? Financial Controls — making figures work for you. Government regulations — municipal, provincial and federal requirements, course review and operations.

Date: *April 26 to June 28/84*

Credit and Collections (68-01) OMDP 916

Mon. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

Course Content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction — the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associations and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence.

Date: *April 23 to June 25/84*

Management For Results (72-07) OMDP 922

Wed. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

The objective of this course is to improve managerial skills, to link together both fundamental and advanced concepts of the management process of delegation and job enrichment, and an integrated policy of management by objectives.

Date: *April 25 to June 27/84*

The ABCs of Selling (80-03) OMDP 923

Tues. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

The course will provide students with an understanding of what "professionalism" is in selling, and what is meant by "customer's needs". It will help participants to recognize the importance of knowing their competition, and to offer some guidelines for researching product information. Students will come to understand the importance of closing a sale effectively by knowing when and how. They will appreciate the importance of presenting a product well; and what are some of the techniques of a successful demonstration.

Date: *April 24 to June 26/84*

Inventory Management (78-05) OMDP 924

Tues. 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Material Fee: $25.00

Students will learn to define and understand the role of inventory management in a firm as well as the components and composition of inventory. Participants will be able to appreciate the importance of maintaining proper inventory levels in operations and to adjust them when required. It will familiarize participants sufficiently with the concepts and systems of inventory management; to enable them to manage inventory more effectively in their own work environments.

Date: *April 24 to June 26/84*

Fundamentals of Financial Management (82-01-FT-1) OMDP 925

Wed. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

This course will enable students to understand what an Income Statement presents. It will also teach students how to prepare "break-even" information using at least one of three methods — "Preparation", "Application" or "Limitations". It will acquaint students with "cash budgeting" as a management tool, the preparation of cash budgets, and ways by which management uses cash budgets.

Date: *April 25 to June 27/84*

Internal Control for Small Business (79-09) OMDP 926

Thurs. 1800-2030 hrs. St. James Campus
30 hours Fee: $35.00 Material Fee: $25.00

The course will enable students to understand the flow of cash in a business, the need to control it through a chas control system; to understand bank accounting role in business. It will allow the participants to develop an appreciation for salary/wage control system.

Date: *April 26 to June 28/84*

Organizational Behaviour (78-10) OMDP 927

Mon. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

The course will enable participants to understand the employee motivation towards achievement or organizational goals. It will help students to achieve the ability to perceive individual and group behavious in an organizational perspective. It will bring to light the effects of proper usage of power, authority, and leadership. It will help students to recognize the factors directly affecting work satisfaction and performance, and it will encourage participants to modify their behaviour in order to achieve a more efficient management of human resources.

Date: *April 23 to June 25/84*

The courses listed below have been granted exemptions by C.G.A. & S.M.A. as noted. An average grade of B is required to obtain exemptions. this Exemption Policy will apply as long as course content is acceptable to the associations.

Our Course #	C.G.A. #	R.I.A. #
Acc 100X & 102X	Acc. 101	Intro. Acc.
OMDP 902 A & B	Law 108	Commercial Law
EC 903	Economics 104	Economics

Forecasting: Predicting Sales and Profits (78-03) OMDP 929

Thurs. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

This course is designed to introduce and define forecasting. It will explain some of the uses and limitations of market forecasting, as well as the general importance of planning. Implications of customer demand and demand elasticity are other topics covered in the course. A clear understanding of the firm's position within its environment and an intuitive understanding of what information to include its checklist is another objective of this course.

Date: *April 26 to June 28/84*

Management by Objectives and Results (82-09) OMDP 930

Wed. 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Material Fee: $25.00

Course Content: This course introduces the basic principles of management by objectives and results using an activity-oriented, learning-by-doing approach. Emphasis is on helping participants successfully apply Management by Objectives in their business.

Date: *May 2 to July 4/84*

Successful Small Business Management (Introductory) Level 80-08) OMDP 931

Thurs. 1830-2130 hrs. St. James Campus
30 hours Fee: $35.00 Material Fee: $25.00

This course provides you, the student, with the opportunity to improve your managerial skills. Topics include: decision-making, problem-solving, developing a good staff, getting the message across, control and managing for healthy growth.

Dates: *May 3 to July 5/84*
October 4 to December 6/84

Computers from the Manager's Viewpoint (77-03) OMDP 932

Tues. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

This course assists the manager to appreciate the advantages and limitations of computers in different management settings, and the responsibility of management to evaluate these differences in terms of requirements and costs. Topics include: computer systems and flowcharting, direct access processing, what you need to know about hardware and software, and the manager's place in automated data processing.

Dates: *May 1 to July 3/84*
October 9 to December 11/84

Managing the Marketing Function (72-08) OMDP 933

Wed. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

This course introduces and explains the marketing function. Topics include: the marketing environment, consumer behaviour, marketing and forecasting, and the importance of the customer.

Dates: *May 2 to July 4/84*
October 3 to December 5/84

Planning Profitable Advertising (76-12) OMDP 934

Mon. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

This course is designed to familiarize the non-professional advertiser with the advertising process in lieu of agency services. Emphasis is on true-to-life promotions and ideas that help participants learn from successful advertisers.

Dates: *April 23 to June 25/84*
October 8 to December 10/84

Marketing Your Product (79-11) OMDP 935

Wed. 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Material Fee: $25.00

This course explains consumer behaviour. The student learns to appreciate the importance of a clear marketing strategy and its impact on a business' profitability. Topics include: product management, developing brand images, choosing and developing your product, the importance of distribution.

Dates: *April 25 to June 27/84*
October 3 to December 5/84

Marketing For Small Business (77-11) OMDP 936

Thurs. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

This course is designed for people with little or no formal marketing background. The basic tools of marketing are outlined and focuses their application on the small or medium-size business. This course assists anyone interested in understanding the basic elements of marketing and how they produce results.

Dates: *May 3 to July 5/84*
October 4 to December 6/84

Understanding Your Customer (80-04) OMDP 937

Mon. 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Material Fee: $25.00

This course assists you to understand the customer. Learn how they decide what, where and when to buy. This knowledge will equip you to make whatever changes or adjustments your business may need to satisfy your customers.

Dates: *April 23 to June 25/84*
October 15 to December 17/84

Job Enrichment for Administration (72-06) OMDP 938

Tues. 1800-2100 hrs. St. James Camopus
30 hours Fee: $35.00 Material Fee: $25.00

This course is designed for sales and marketing directors, office managers, supervisors, and key managers in any administrative area. It will improve the supervisor's ability to give real attention to the achievement of the individual employee, while effectively integrating the accomplishments of all employees to further the success of the organization.

Dates: *May 8 to July 10/84*
October 9 to December 11/84

Manufacturing, Planning and Control (72-15) OMDP 939

Mon. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

This course is designed for personnel in production management. Participants learn how to improve their skills in this field by analyzing problematic situations and suggesting solutions. Topics include: production planning; methods and time study; scheduling; wage administration; and inventory control.

Dates: *April 23 to June 25/84*
October 15 to December 17/84

Effective Supervision — Production (75-04) OMDP 940

Mon. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

This course is designed for supervisors, aspiring supervisors, and foremen in any type of production or manufacturing-oriented industry, regardless of size. Topics include: the role of the supervisor; principles of effective supervision; employee motivation; planning; measuring results; developing and getting a day's work done; setting objectives and goals; measuring results and efficiency.

Dates: *April 23 to June 25/84*
October 15 to December 17/84

Effective Labour Relations (76-01) OMDP 941

Tues. 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Material Fee: $25.00

This course is designed to help supervisors deal effectively with aspects of labour relations, where collective agreements are established or where certification is possible. Topics include: union security, management rights, negotiations, collective agreements, employee-employer relations, establishing bargaining rights.

Dates: *May 8 to July 10/84*
October 9 to December 11/84

Effective Supervision — Communications (75-02) OMDP 942

Wed. 1800-2030 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

This course assists supervisors/management personnel to develop effective communication techniques, both verbal and written. Topics include: learning to listen, barriers to communication, common problems, the meaning and definition of communication.

Dates: *May 9 to July 11/84*
October 10 to December 12/84

Taxation, Your Business And You (82-08) OMDP 943

Sat. 0930-1230 or 1330-1530 hrs. St. James Campus
30 hours Fee: $35.00 Material Fee: $25.00

This course is designed to a) clarify the principles underlying Canadian taxation, b) introduce different tax planning, c) simplify the application of the principal tax forms. It has been designed for anyone interest in tax planning: in particular present and future small business owners whether their business is incorporated or individual.

Dates: *April 14 to May 12/84*
October 20 to November 17/84

The Basics of Small Computer Systems (82-06) OMDP 944

Sat. 0930-1230 or 1330-1530 hrs. St. James Campus
30 hours Fee: $35.00 Material Fee: $25.00

This course is for the person who needs to know what is happening in the computer world today. Students are provided with the basic knowledge required to understand how computers work; analyze needs for computerization; select and shop for the selected system; provides sound advice on how to avoid a computer victim; and how to up-grade your present system.

Dates: *April 14 to May 12/84*
October 20 to November 17/84

Effective Supervision — Construction (72-01) OMDP 945

Sat. 0930-1430 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

This course is designed for supervisors, foremen and superintendents in any area of the construction industry. Topics include: motivating the worker, setting goals and objectives, measuring progress and costs, making job improvements, time planning and organization, concepts of effective supervision.

Dates: *April 14 to May 12/84*
October 20 to November 17/84

Municipal Management For Results (75-08) OMDP 946

Sat. 0930-1230 or 1330-1530 hrs. St. James Campus
30 hours Fee: $35.00 Material Fee: $25.00

This course is designed to develop within the municipal manager an understanding of his/her role in today's dynamic economy and changing for improved service, organizing and communicating through greenlighting, managing human resources, M.B.O. — what is it, key service areas and indicators.

Dates: *April 14 to May 12/84*
October 20 to November 17/84

Effective Supervision Administration For The Public Service (73-03) OMDP 947

Sat. 0930-1430 hrs. St. James Campus
25 hours Fee: $30.00 Material Fee: $25.00

This course introduces current ideas on improving productivity and systems analysis and is designed for persons involved in municipal and regional government, their affiliated agencies, hospitals and other non-profit, public-oriented organizations.

Dates: *April 14 to May 12/84*
October 20 to November 17/84

How To Operate A Successful Retail Store (81-03) OMDP 948

Wed. 1800-2100 hrs. St. James Campus
30 hours Fee: $35.00 Material Fee: $25.00

This course is designed for one purpose: to help you become a better retailer and help turn your plans into reality . . . and profits. Topics include: managing price changes, pricing and profit, controlling your inventory, designing your store to sell.

Dates: *April 25 to June 27/84*
October 10 to December 12/84

ONTARIO MUSEUM ASSOCIATION

in co-operation with

GEORGE BROWN COLLEGE

presents

CERTIFICATE IN
BASIC MUSEUM STUDIES

The Certificate in Basic Museum Studies consists of a series of a series of nine seminars designed to assist individuals in developing a deeper knowledge and understanding of good museum practice. It is one of the few comprehensive continuing education programs currently available to interested individuals and to members of the museum community that can be undertaken on a part-time basis. The Certificate serves as an acknowledgment of a museum worker's commitment and is recognized in the museum community as an important contributor to the development of basic museum skills and knowledge.

Priority will be given to:

1) those already enrolled in the Certificate Program
2) people currently working in museums in a paid or unpaid capacity
3) anyone interest in the museum field

For more information please contact:
Carol Beatty or Marilyn Job,
Ontario Museum Association,
38 Charles Street East, Toronto, M4Y 1T1,
923-3868, or George Brown College,
967-1212, ext. 3290.

The Business Division offers additional courses.
For information on —
Equivalency day/evening courses
— Word Processing Operator
— Construction
— Canadian Importing
— Computer Know-How
telephone 967-1212,
Ext. 3289/3290

Early Childhood Education Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, Donna Humphries.

The requirements for the diploma must be completed within five years.

Courses are offered on Tuesday and Thursday evenings.

The following courses must be completed in order to obtain the Diploma.
ECE100X — Infant and Child Development
ECE101X — Health and Nutrition
ECE103X — Interpersonal Communications
ECE104X — Principles of Day Care I
ECE105X — Art Education
ECE113X — Field Practice
ECE114X — Field Practice
ECE116X — Storytelling and Literature
ECE117X — Music
ECE118X — Parent Education I
ECE200X — Human Growth and Development
ECE201X — Children with Special Needs
ECE202X — Curriculum Development
ECE203X — Planning, Management and Legislation
ECE204X — History and Philosophy
ECE206X — Family Dynamics
ECE207X — Parent Education II
ECE208X — Professional Development
ECE212X — Field Practice
ECE213X — Field Practice
ECE214X — Group Process
ECE215X — Movement and Drama
ECE216X — Science Experience
ECE217X — Principles of Day Care II
ENG114X — Language and Communications
SOC106X — Introductory Sociology
PSY107X — Introductory Psychology
The following five courses only are offered in the Spring and Summer semester. Applications for the Fall semester should be received by the Admissions Office by July 31.

How to Reach Us 967-1212

Every department at George Brown is connected to this one number. Call us and ask for the department or service you need.

For general information call Information Services.

Storytelling and Literature ECE 116X

Tues., 1830-2030 hrs. Nightingale Campus
14 hours Fee: $25.00

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing prereading skills.

Date: *May 1 to July 12/84*

Music ECE 117X

Thurs., 1830-2030 hrs. Nightingale Campus
14 hours Fee: $25.00

Students will gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.

Date: *May 3 to July 14/84*

Movement and Drama ECE 215X

Tues., 1830-2030 hrs. Nightingale Campus
14 hours Fee: $25.00

Students will be involved in movement and drama experiences. The skills developed will be related to program planning for preschool children.

Date: *May 1 to July 12/84*

Science Experience ECE 216X

Thurs., 1830-2030 hrs. Nightingale Campus
14 hours Fee: $25.00

Students will identify scientific concepts inherent in normal routine programs for preschoolers and will then be required to plan programs which include age-related science experiences.

Date: *May 3 to July 14/84*

Language and Communications ENG 114X

Tues. and Thurs. 1830-2030 hrs.
Nightingale Campus 28 hours Fee: $45.00

Students will gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children.

Date: *May 1 to June 14/84*

Mathematics and Science

Mathematics Upgrading 8 MATH 906

Tues. 1900-2200 hrs. Casa Loma Campus
50 hours Fee: $40.00

Prerequisite: Grade 7 mathematics or equivalent.
Course Content: Whole numbers, fractions, decimals, per cent, ratio and porportion, introduction to metric system and use of calculators. Individualized instruction.

Date: *May 1 to September 11/84*

Mathematics Upgrading 9 MATH 907

Tues. 1900-2200 hrs. Casa Loma Campus
50 hours Fee: $40.00

Prerequisite: Math 906 or equivalent.
Course Content: Brief review of fractions, decimals, and per cent. Powers, square roots, metric system, mensuration and introductory algebra. Individualized instruction.

Date: *May 1 to September 11/84*

Mathematics Upgrading 10 MATH 908

Tues. 1900-2200 hrs. Casa Loma Campus
50 hours Fee: $40.00

Prerequisite: Math 907 or equivalent.
Course Content: Properties of triangles, circles, theorem of Pythagoras, volume, weight and capacity, multiplication and division of monomials and binomials, linear equations, simultaneous equations introductory trigonometry. Individualized instruction.

Date: *May 1 to September 11/84*

Mathematics Upgrading 11 MATH 909

Tues. and Thurs. 1900-2200 hrs.
Casa Loma Campus 75 hours Fee: $40.00

Prerequisite: Grade 10 Mathematics or MATH 908.
Course Content: Brief review of grades 9 and 10 algebra; exponents, scientific notation and formulae; logarithms; mensuration; ratio and proportion; real number system and quadratic surds; plane trigonometry.

Date: *May 1 to July 24/84*

Mathematics Upgrading 12 MATH 910

Tues. and Thurs. 1900-2000 hrs.
Casa Loma Campus 75 hours Fee: $40.00

Prerequisite: Grade 11 Mathematics or MATH 909.
Course Content: Brief review of grade 11 algebra; open sentences, equations, and inequalities; relations, functions, and their graphs; quadratic equations; sequences and series; numerical trigonometry.

Date: *May 1 to July 24/84*

Biology BIO 900

Mon. and Wed. 1900-2200 hrs. Casa Loma Campus
75 hours Fee: $40.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Human anatomy and physiology at the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

Date: *April 30 to July 23/84*

Chemistry CHEM 900

Tues. and Thurs. 1900-2200 hrs.
Casa Loma Campus 75 hours Fee: $40.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Date: *May 1 to July 24/84*

Mathematics I MATH 100X

Tues. and Thurs. 1900-2200 hrs.
Casa Loma Campus 90 hours Fee: $95.00

Fundamental concepts and operations of arithmetic and algebra, electronic calculator, functions and graphs, trigonometric functions, simple linear equations, algebraic factoring and fractions, quadratic equations, graphs of quadratics, graphs of the trig. functions, oblique triangles, exponents and radicals.

Date: *April 17 to July 26/84*

Mathematics II MATH 200X

Tues. and Thurs. 1900-2200 hrs.
Casa Loma Campus 90 hours Fee: $95.00

Prerequisite: MATH 100 or equivalent.
Course Content: Algebraic notations: binomial theorem, Trigonometry: Analytic Geometry: the straight line, loci, conics, second degree equations. Differential Calculus: limits, derivatives of product, quotient and power functions, rate of change, maxima and minima. Integration: indefinite and definite integrals, areas under the curve, volumes of revolution.

Date: *April 17 to July 26/84*

English and Liberal Studies

Academic Upgrading/College Preparatory
These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into Apprenticeship, Vocational training and two-year diploma programs offered at Colleges of Applied Arts and Technology.

English Upgrading 8 ENG 906

Tues. 1900-2200 hrs. Casa Loma Campus
50 hours Fee: $40.00

Prerequisite: Grade 7 English or equivalent.
Course Content: A basic course emphasizing grammar, usage, spelling, vocabulary, reading, and compositional skills. For students who have been out of school a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction will be individualized although group instruction will be offered as well.

Date: *May 1 to September 11/84*

English Upgrading 9 ENG 907

Tues. 1900-2200 hrs. Casa Loma Campus
50 hours Fee: $40.00

Prerequisite: ENG 906 or equivalent.
Course Content: Grammar and usage in considerable detail with application to writing assignments at each session. Punctuation. Spelling. Vocabulary development. Reading. Group teaching techniques will be used as well as individualized instruction.

Date: *May 1 to September 11/84*

English Upgrading 10 ENG 908

Tues. 1900-2200 hrs. Casa Loma Campus
50 hours Fee: $40.00

Prerequisite: ENG 907 or equivalent.
Course Content: Brief review of grammar and punctuation as required. Emphasis will be on developing proficiency in vocabulary, reading and writing skills. Writing skills portion of course will involve descriptive, expository and narrative writing, short reports, and introductory business letters.

Date: *May 1 to September 11/84*

English Upgrading 11 ENG 909

Mon. and Wed. 1900-2200 hrs. Casa Loma Campus
75 hours Fee: $40.00

Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from twentieth century literature.

Date: *April 30 to July 23/84*

English Upgrading 12 ENG 910

Mon. and Wed. 1900-2200 hrs. Casa Loma Campus
75 hours Fee: $40.00

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Date: *April 30 to July 23/84*

How to Reach Us 967-1212

Every department at George Brown is connected to this one number. Call us and ask for the department or service you need.
For general information call Information Services.

Computers

Introductory Microcomputer Programming PRGM 925

1700-1930, Thursday
1930-2200, Wednesday Casa Loma Campus
Kensington 1930-2200, Mon., Tues. 30 hours
Fee: $105.00

Course Content: Introduction to the microcomputer; hands-on experience; developing elementary graphics programs. Writing running and saving programs; the language BASIC: programming in BASIC; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

Dates: *Casa Loma April 4, 5 to June 20, 21/84*
Kensington April 2, 3 to June 25 or 26/84

Introductory Microcomputer Programming Especially for Junior Students (Under 16 yrs. of Age) PRGM 925J

Mon. to Fri. 1300-1600 hrs. Casa Loma Campus
30 hours Fee: $75.00

Course Content: Introduction to the microcomputer; hands-on experience; developing elementary graphics programs. Writing, running and saving programs; the language BASIC; programming BASIC; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

Dates: *July 2 to July 13/84*
July 16 to July 27/84
August 6 to August 17/84

Micro-ordinateur Débutant PRGM 925A

mardi ou jeudi 19h00-22h00 St. James Campus
(200 rue King est — à l'est de Jarvis)
30 heures Coût: 75$

Course Débutant
Introduction au micro-ordinateur PET et à son utilisation avec le language Basic. Concepts d'entrées et sorties et création de programmes simples. L'accent est mis sur la terminologie française. Au cours chaque apprenant travaille sur son propre micro-ordinateur.

Dates des cours: *mardi du 24 avril au 26 juin*
jeudi du 26 avril au 28 juin

Micro-ordinateur Intermédiaire PRGM 935A

mercredi 19h00-22h00 St. James Campus
(200 rue King est — à l'est de Jarvis)
30 heures Coût: 75$

Cours Intermédiaire
Introduction aux techniques plus avancées, programmation plus avancée avec créations de fichiers pour le stockage et la récupération d'information.

L'accent est mis sur la terminologie française. Au cours chaque apprenant travaille sur son propre micro-ordinateur.

Date des cour: *mercredi du 25 avril au 27 juin/84*

Microcomputer Programming Techniques PRGM 935

Mon. 1930-2200 hrs. Casa Loma Campus
30 hours Fee: $105.00

Prerequisite PRGM 925 or equivalent.
Course Content: Review of BASIC programming techniques; advanced looping and branching techniques. Advanced BASIC statements; subscribed variables; arrays. Algorithms and problem-solving methods; the use of flowcharting and/or pseudo-code; program documentation, sorting techniques including Bubblesort and Shellsort. Introduction to file handling on cassette and disk; creating, maintaining, updating, sorting and merging files. Students will develop a project of their own choice.

Dates: *April 2 to June 25/84*
April 4 to June 20/84

Intermediate Microcomputer Programming Especially for Junior Students (Under 16 yrs of Age) PRGM 935J

Sat. 1300-1600 hrs. Kensington Campus
30 hours Fee: $75.00

Prerequisite PRGM 925 or equivalent.
Course Content: Review of BASIC programming techniques; advanced looping and branching techniques. Advanced BASIC statements: subscribed variables; arrays. Algorithms and problem-solving methods; the use of flowcharting and/or pseudo-code; program documentation, sorting techniques including Bubblesort and Shellsort. Introduction to file handling on cassette and disk; creating, maintaining, updating, sorting and merging files. Students will develop a project of their own choice.

Date: *April 7 to June 9/84*

Advanced Microcomputer Programming Techniques PRGM 955

Tues. 1930-2200 hrs. Casa Loma Campus
30 hours Fee: $105.00

Prerequisite: PRGM 935 microcomputer programming techniques or equivalent.
Course Content: Use and operation of the disk drive; advanced file handling with sequential and relative files; advanced sorting routines; file maintenance, updating and merging techniques; structured programming using Waterloo BASIC, program maintenance, useful utilities for file handling; pointes files; designing a file handling system; flowcharting; dataflow, binary and hexadecimal arithmetic.

Date: *April 3 to June 19/84*

Microcomputer Machine Language Design PRGM 965

Tues. 1700-1930 Casa Loma Campus
30 hours Fee: $105.00

Prerequisite: PRGM 955 or Equivalent. Beginning with an introduction to the 6502 chip the course covers assembly language statements, modes of addressing, flags and tracking and stack operation.

The various commands are illustrated with short examples accompanied by assignments using a machine language monitor. Once basic assembly language is mastered, a disk assembler is introduced and a project of larger dimension is tackled in its various phases.

Date: *April 3 to June 19/84*

Inroduction to the Programming Language "Forth" PRGM 905

Thurs. 1930-2200 hrs. Casa Loma Campus
30 hours Fee: $105.00

Prerequisite: PRGM 925 or Equivalent.
Course Content: Characteristics of the Forth language; variables, constants and other programming constructs; stacks and postfix notation; stack manipulation; character and line editing commands; use of disk; conditional statements; control loops; input and output commands.

Date: *April 5 to June 21/84*

Introductory Course in Structured Basic PRGM 927

Thurs. 1930-2200 hrs. Kensington Campus
30 hours Fee: $105.00

Course Content: Characteristics and advantages of structured programming; introduction to the PET and Waterloo BASIC; writing, running and saving programs; input and output techniques; looping commands; programming through modules and procedures; modular debugging; planning a structured program.

Date: *April 5 to June 21/84*

Intermediate Forth Programming PRGM 968

Wed. 1930-2200 hrs. Kensington Campus
30 hours Fee: $105.00

Prerequisite: PRGM 905
Course Content: Number system, interconversion and binary arithmetic; Boolean algebra and computer logic, memory address, addressing modes, memory manipulations; disk operations; fixed and floating point arithmetic; defining words and applications in data structure; interacting with a program; string processing; programming tools.

Date: *April 4 to June 6/84*

Micro-computer Programming PRGM 970

Mon. 1700-1930 hrs. Kensington Campus
30 hours Fee: $50.00 (text and lesson material are extra costs)

Prerequisite: Grade 12 diploma.
This course introduces students to computer logic through simulation. Topics include: a brief history of computers, the impact of computers on society and the elements of microcomputer systems. Students have the use of a microcomputer including 3 application programs; word processing, database and spread sheets.

Date: *April 2 to June 25/84*

For more computer courses, see page 15.

English as a Second Language

Learning to Read and Write in English (For Beginners) LT 921

Mon. and Wed. 1900-2100 hrs. College Campus
50 hours Fee: $75.00

This course is designed for non-native speakers of English with limited literacy skills.
Course Content: This is a course in basic English. Emphasis will be placed on teaching students to read and write, including alphabet work and spelling. The course is intended to prepare students to enter basic English courses for which the students are required to know how to read and write.

Registration: *May 14-17*
Date: *May 28 to August 27/84*

Pre-Intermediate English LT 813

Mon. and Wed. or Tues. and Thurs. 1900-2100 hrs. College Campus 50 hours Fee: $75.00

Course Content: This is a course for English as a second language learners who wish to proceed to intermediate English. The course will concentrate on grammar but will include listening comprehension and pronunciation. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Registration: *May 14-17*
Dates: *May 28 or 29 to August 27 or 21/84*

Intermediate English LT 812

Mon. and Wed. or Tues. and Thurs. 1900-2100 hrs. College Campus 50 hours Fee: $75.00

Course Content: This is a course for second language learners who already know some English. Most of the course will be devoted to grammar but there will be some time for the following areas: speaking, writing, grammar and listening comprehension. There may be some work in our language laboratory to improve pronunciation. Students who successfully complete this intermediate course will qualify for the Advanced Course in English offered at College Campus.

Registration: *2 weeks before start dates*
Dates: *May 28 or 29 to August 27 or 21/84*

Advanced English for E.S.L. LT 803

Mon. and Wed. or Tues. and Thurs.
1900-2100 hrs. College Campus
50 hours Fee: $75.00

Course Content: For students who have already learned to speak and write basic English; includes reading comprehension and developing conversational skills and grammar.
Note: Arrangements can be made for students of this class to write the Michigan Test at this campus.

Registration: *May 14-17*
Dates: *May 28 or 29 to August 27 or 21/84*

Advanced Conversational English for New Canadians LT 818

Mon. and Wed. 1900-2100 hrs. College Campus
40 hours Fee: $65.00

This course is designed for high level intermediate and advanced students of English as a second language. The emphasis will be on developing conversational fluency. There will be no formal instruction in English grammar; therefore, students with grammar problems should register in Pre-intermediate E.S.L. (LT 813) or Intermediate E.S.L. (LT 812).

Date: *May 28 to August 8/84*

Writing For Advanced Students of English As A Second Language LT 819

Mon. 1900-2130 hrs. College Campus
25 hours Fee: $45.00

This course is designed for high intermediate and advanced students of English as a second language. Guidance and practice in the art of clear written communication is offered. Participants will choose the particular type of writing that is a problem for them. Instruction will develop out of these specific writing problems.

Registration: *2 weeks before start date.*
Date: *May 28 to August 13/84*

Language Test Preparation LT 916

Mon. and Wed. College Campus
50 hours Fee: $55.00

This course is designed for intermediate and advanced students of English as a second language who are planning to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Intensive work will be done in the following areas: listening, reading comprehension, writing, grammar and vocabulary.

Registration: *May 14-17*
Date: *May 28 to August 27/84*

English Pronunciation Part 1 LT 917

Tues. 1900-2100 hrs. College Campus
20 hours Fee: $25.00

This course is designed for students of English as a second language at intermediate and advanced levels. In this short course the emphasis will be totally on developing good speech production knowledge and habits. Use of the language laboratory will be a part of the course. There will be no formal instruction in grammar.

Registration: *May 14-17*
Date: *May 29 to July 31/84*

English Pronunciation Part 2 LT 919

Tues. 1900-2100 hrs. College Campus
20 hours Fee: $25.00

Prerequisite: LT 917 or previous study in phonology.
Course Content: This course will help students who have completed LT 917, or those who have studied some phonology in another course. Emphasis will be on refining English speech production with further study in transcription, sounds, stress and intonation.

Registration: *2 weeks before start date.*
Date: *May 29 to July 31/84*

English for Science and Technology LT 922

Tues. and Thurs. 1830-2130 hrs. College Campus
80 hours Fee: $115.00

This 80-hour course is designed for non-native speakers of English. Applicants should have a good grounding in English. There will be an entrance test, and only people whose level is suitable will be accepted.
Course Content: This course will concentrate on developing the student's ability in all aspects of scientific and technological English. It will be particularly helpful for students intending to work in this field or to study in one of these areas at a college or university.

Registration: *May 14-17*
Date: *May 29 to August 28/84*

Language Teaching

A Practical Course in Teaching English as a Second Language to Adults LT 912

Mon. and Wed. 1915-2115 hrs. College Campus
140 hours Fee: $165.00

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in, or those who have a future commitment to, the field.
Course Content: The course is divided into two major sections: 110 lecture hours on Monday and Wednesday evenings, and a two-part practicum during the day.
Lectures cover theoretical and practical topics in linguistics and Teaching English as a Second Language (TESL). The majority of lecture hours are devoted to general ESL methodology and the discrete language skills of listening, speaking (including pronunciation), reading and writing. In addition, a substantial number of hours are spent studying phonetics, phonology, grammar, language testing, psycholinguistics and sociolinguistics.
The first segment of the practicum (10 hours, September to December) comprises lesson observation.
The second segment (20 hours, January to April) comprises practice teaching under the guidance of experienced ESL teachers.
Enrolment is limited. To obtain an application form please phone Sophie Pandi, 967-1212. Applicants will be accepted on the basis of a personal interview. Interviews are conducted and completed in June.

Date: *September 17, 1984*

French Language Training

George Brown offers French as a second language training at three of its downtown locations. Placement interviews before starting dates will insure that students start out at the appropriate level.
The principal aim of the courses is to develop conversational skills. Attention will also be given to other language skills (reading, writing and comprehension) as needed. Good pronunciation will be stressed at all levels.

BASIC LEVEL COURSES:
Students will learn how to introduce themselves and others, give information about themselves (addresses, phone numbers, etc.), greet people, ask and give simple directions, count, tell time, speak in simple sentences and give affirmative and negative responses. Basic vocabulary will permit students to talk about places, things, work, the weather, and dates.

INTERMEDIATE LEVEL COURSES:
Students will learn how to express opinions and give instructions. They will be able to tell a simple story or make a simple presentation about themselves, their family, friends, feelings, preferences, possessions, etc. They will be able to report on what someone else has said. Simple units of communicative activities of special interest to individual class members will be covered.

ADVANCED LEVEL COURSES:
Students will be able to converse with others about their special interests. They will be able to describe complex events that happened in the past, discuss the distant future, and make nuanced comparisons. At this stage they will be encouraged to discuss international and Canadian current events and take full advantage of the Francophone activities available in Toronto.

French for Lunch LT 821

Level 1A Tues. and Thurs. 1200-1300 hrs.

Level 1B Tues. and Thurs. 1300-1400 hrs.

Level II Mon. and Wed. 1200-1300 hrs.

Level III Mon. and Wed. 1300-1400 hrs.

St. James Campus (200 King Street East — east of Jarvis) or Casa Loma Campus (160 Kendal Ave.)
20 hours Fee $30.00

Date: April 2 to June 7/84
June 18 to August 23/84
Placement interviews Room 429: St. James Campus 1200-1400 hrs., March 19-20/84, June 11-12/84

Speaking French (all levels): LT 804

Tues. and Thurs. 1900-2100 hrs. College Campus (507 College Street-west of Bathurst) 50 hours Fee: $75.00

Date: *May 29 to August 21/84*

Placement interviews for the College Street Speaking French classes will take place in room 101 from 1700 to 1830 hrs. on the following dates: *May 14-17/84*

Speaking French (all levels): LT 805

Mon. or Wed. 1815-2115 hrs. St. James Campus (200 King Street East — east of Jarvis) 36 hours Fee: $50.00

Dates: *May 28 or 30 to August 13 or 15/84*

Placement interviews for the St. James Speaking French classes will take place in room 429 from 1700-1830 hrs. on the following dates: *May 14-17/84*

Vivre en Français à Toronto LT 925

C'est un cours qui permet aux anglophones Torontois ayant un niveau très avancé de communiquer régulièrement en Français à leur niveau tout en prenant contact avec les ressources Francophones de Toronto.

Le cours comprend des sorties culturelles (surtout théâtrales), des entretiens avec des Francophones travaillant à Toronto, les média d'information et la participation très active des apprenants, tout cela en fonction des besoins exprimés par les apprenants en début de cours.

Wednesday, 1930-2130 hrs. St. James Campus (King Street East — east of Jarvis) 22 hours Fee: $35.00

Dates dn cours: *January 11 to March 21/84*
April 18 to June 27/84

Maîtrise du Français Ecrit LT 822

Ce cours aide les apprenants à comprendre globalement et en détail des textes écrits en langue courante ou spécialisée, en vue d'une analyse ou d'une prise de décision.
Le travail fait dans ce cours amène l'apprenant à rédiger clairement, correctement et avec concision divers types de lettres, des notes de service, des ordres du jour, des procès-verbaux, des messages téléphoniques, des rapports ou tout autre type de texte écrit se rapportant à son travail.
Ce cours comprend une révision des règles de la grammaire française.

mardi et jeudi 19h00-21h00
Campus St-James (200 rue King est — à l'est Jarvis)
50 heures Coût: 75$

Dates du cours: *du 17 avril-au 17 juillet/84*

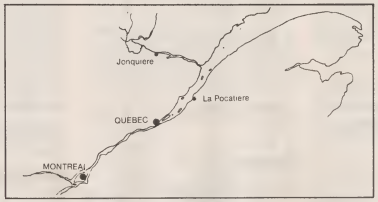
Introduction à la Traduction dans les Langues Officielles LT 823

Ce cours initie les apprenants bilingues aux techniques nouvelles de la traduction et développe une approche pratique dans différents domaines. A l'aide d'une étude approfondie du vocabulaire, de la grammaire et de la stylistique, ce cours met l'accent sur des thèmes aussi nombreux que variés: littéraire, scientifique, publicitaire, économique, financier, bancaire, etc. Le cour, traite également des thèmes et des versions. Ce cours ne forme pas de traducteurs professionnels.

lundi 18h15-21h15 Campus St-James
(200 rue King est — à l'est de Jarvis) 36 heures
Coût: 50$

Date du cours: *du 9 avril-au 25 juin/84*

IMMERSION PROGRAMS IN QUEBEC



La Pocatière

The French Centre offers two French Language Summer Immersion Programs in La Pocatière, a town of 6,000 located on the south shore of the St. Lawrence River, 130 kilometres east of Quebec City.

The first of our two programs is offered to Ontario French teachers who want to spend six weeks in an immersion setting. Some candidates will bring their families, some will come by themselves. The six-week program offers French classes, workshops, evening activities and weekend excursions. Candidates must have attained a strong intermediate or advanced level of fluency.

Applicants are eligible for a bursary from the Secretary of State through the Ministry of Colleges and Universities.

The second program is offered to full-time students who have completed grade 12 or its equivalent.

The six-week program includes classes, workshops, many activities, and excursions to Québec, la Gaspésie, Pohénégamook or le Comté de Charlevoix. We teach all levels, from beginners to advanced, and encourage students to use French in all communication in class, in town and on excursions.

Students are eligible for a bursary which covers most expenses.

Jonquière

We also coordinate French language courses in Jonquière, located in the beautiful Saguenay-Lac St-Jean region. Courses last one, two or three weeks. Learners take courses during the day and live with French-speaking families. Anyone interested in full immersion in a Québécois milieu should apply.

For further information on how to apply, please phone the French Department at 967-1212, ext. 4388 or 4389.

Traitement de textes WORD 900
La Dactylographie en Français TYP 906

(Niveau débutant)
See the Business & Commerce Section page 16.

Micro-ordinateur Débutant PRGM 925A

Micro-ordinator Intermédiaire PRGM 935A

See the Math & Science Section pages 25 and 26.

*Introduction à la Photographie et Techniques de la Chambre Noire. See the Graphic Arts Section page 35.

Italian

Italian Language and Heritage (Basic) LT 806A

Mon. and Wed. 1900-2100 hrs. College Campus
50 hours Fee: $75.00

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts.

Registration: *2 weeks before start dote*
Date: *May 28 to August 27/84*

Spanish

Spanish Language and Heritage (Basic) LT 808A

Mon. and Wed. 1900-2100 hrs. College Campus
50 hours Fee: $75.00

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Registration: *May 14-17/84*
Date: *May 28 to August 27/84*

Spanish Language and Heritage (Intermediate) LT 808B

Mon. and Wed. 1900-2100 hrs.
College Campus 50 hours Fee: $75.00

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Registration: *Moy 14-17/84*
Date: *May 28 to August 27/84*

Spanish Language and Heritage (Advanced) LT 808C

Mon. and Wed. 1900-2100 hrs. College Campus
50 hours Fee: $75.00

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Registration: *May 14-17/84*
Date: *May 28 to August 27/84*

German

German Language LT 817

Mon. and Wed. 1900-2100 hrs. College St. Campus
50 hours Fee: $75.00

This course offers general German language development appropriate to the individual's competence.

Date: *May 28 to August 27/84*

Chinese

Chinese Language (Mandarin) LT 825

Mon. and Wed. 1900-2100 hrs. College St. Campus
50 hours Fee: $75.00

Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Chinese culture.

Date: *May 28 to August 27/84*

Arabic

Standard Arabic For Beginners LT 918

Mon. and Wed. 1900-2100 hrs. College St. Campus
50 hours Fee: $75.00

This course will offer a basic knowledge of the Modern Standard Arabic language which is used throughout the Arab world. Special attention will be given to conversational skills and content will focus on contemporary Arab values. Class activities will concentrate on situations relevant to those engaged in business with the Arab world.

Date: *May 28 to August 27/84*

Business Communication ELS 903

Mon. or Wed. 1800-2100 hrs. St. James Campus
42 hours Fee: $60.00

Prerequisite: Grade 12 or equivalent. This course is for Certified General Accountancy candidates and any other interested students who require a business communications course. It will include the planning and preparation of business reports, both formal and informal, and the effective presentation of financial information. Students will be taught to write correspondence that is clear, concise and emphatic. Business correspondence to be stressed includes request, claim, adjustment, credit and collection letters. Sales, public relations and social business letters will also be covered.

Dates: *April 23 to July 23/84*
April 25 to July 25/84

Creative Writing

Writing for Clarity and Impact ELS 901

Wed. 1800-2100 hrs. St. James Campus
36 hours Fee: $55.00

Course Content: This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political, journalistic. Topics include: sentence and paragraph structure, economy of syntax, figures of speech, formal and informal styles, organizing the subject, identifying the goal of communication. This is a nuts and bolts course where language usage and style are examined critically. Students will be required to write and review their work. The instructor is a freelance writer living and working in Toronto. This course will be taught by Susan Swan, author of *The Biggest Modern Woman of the World*.

Date: *April 18 to July 4/84*

Writing For Fun and Profit ENG 919

Mon. 1800-2100 hrs. St. James Campus
36 hours Fee: $55.00

This course combines mini-lectures with an informal writers' workshop. It covers all phases in creating and selling non-fiction (articles, interviews, reviews, editorials, etc.), fiction (stories, plays, poems). If you have a strong urge to break into print and you feel you have the necessary talent, this course will gratify that urge and groom that talent.

This course does not guarantee a professional career; it will help you, however, in avoiding the prolonged trial and error in working on your own. It will take you, step by step, from recognizing the marketable "story idea" to submitting a professional-looking manuscript to the most likely buyer. This writers' workshop will be conducted by a veteran writer and former editor of the Globe and Mail.

Date: *April 30 to July 16/84*

Fashion Technology

Creative Fashion Design, Apparel Management

The following courses are offered to those people interested in obtaining a diploma in Creative Fashion Design or Apparel Management, or in upgrading their present employment. They are also suitable for those who wish to upgrade their home sewing and design skills and to have some exposure to industrial techniques.

Some credit courses in the full-time Apparel Management program are scheduled in the evening. Part-time students are welcome.

All courses listed below bearing a code number in the 100, 200, 300 or 400 series carry credits which can be used towards obtaining a two or three year diploma in specialized programs. Please contact the Dean or Chairman for details.

Apparel Construction I (Dressmaking Elementary) DRES 141X

Mon. and Wed. or Tues. and Thurs. 1800-2100 hrs.
Kensington Campus 60 hours Fee: $65.00
Equipment Fee: $15.00

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric; laying-out patterns; sewing techniques (hand and industrial machines). Student to supply own materials.

Dates: *April 9 & 10 to June 18 or 19/84*

Apparel Construction II (Dressmaking Intermediate) DRES 145X

Mon. and Wed. 1800-2100 hrs. Kensington Campus
60 hours Fee: $65.00 Equipment Fee: $15.00

Prerequisite: Basic Sewing skills.
Course Content: Continuation of DRES 141X. Proper selection of style and pattern to suit the wearer and material; purpose and selection of supporting fabrics; selection and preparation of lining fabrics; preparation of the pattern and pattern alterations. Student to supply own materials.

Date: *April 9 to June 18/84*

Apparel Construction III (Dressmaking Advanced) DRES 151X

Tues. and Thurs. 1800-2100 hrs.
Kensington Campus 60 hours Fee: $65.00
Equipment Fee: $15.00

Prerequisite: Preferably DRES 141X and/or DRES 145X or equivalent experience.
Course Content: Efficient use of materials to minimize waste. Couture methods. The student will provide own materials.

Date: *April 10 to June 14/84*

Apparel Pattern Drafting I (Elementary) PAT 141X

Mon. and Wed. 1800-2100 hrs. Kensington Campus
60 hours Fee: $65.00 Equipment Fee: $15.00

Prerequisite: Knowledge of dressmaking.
Course Content: Elementary pattern design (misses sizes 8-10, 12, master blocks); drafting directly "on the flat", i.e. on paper; designing ladies' skirts, slacks, blouses, dresses to manufacturing methods, to a price range. Students to supply own materials.

Date: *April 9 to June 18/84*

Apparel Pattern Drafting II (Intermediate) PAT 143X

Tues. 1800-2100 hrs. Kensington Campus
30 hours Fee: $35.00

Prerequisite: Preferably PAT 141X or equivalent experience.
Course Content: Drafting to manufacturing sizes. Misses dresses, evening dresses, jackets, outer wear, lingerie. Students to supply own materials.

Date: *April 10 to June 14/84*

Apparel Pattern Drafting III (Advanced) PAT 151X

Tues. 1800-2100 hrs. Kensington Campus
30 hours Fee: $35.00 Equipment Fee: $15.00

Prerequisite: Preferably PAT 143X or equivalent experience.
Course Content: Design of a garment from a sketch or an original idea; creative styling such as coats, suits, sportswear, etc., and also dresswear and advanced styling. Students to supply own materials.

Date: *April 10 to June 14/84*

Tailoring (Ladies') DRES 146X

Tues. and Thurs. 1800-2100 hrs.
Kensington Campus 60 hours Fee: $65.00
Equipment Fee: $15.00

Pre. equisite: Preferably DRES 141X or basic sewing skills.
Course Content: Ladies' tailoring, sewing, cutting techniques; finishing coats and suits using commercial patterns. Industrial machines. Students supply own materials.

Date: *April 10 to June 14/84*

Fashion Illustration I (Elementary) PAT 144X

Wed. 1800-2100 hrs. Kensington Campus
30 hours Fee: $35.00

Course Content: An introductory course in fashion drawing emphasizing the drawing methods used in industry. Rough sketch and working drawing; achieving textures and patterns; finished drawing in mixed media.

Students to supply own materials.

Date: *April 11 to June 15/84*

Knitting by Machine (Basic) CFT 900

Tues. 1800-2100 hrs. Kensington Campus
30 hours Fee: $35.00 Equipment Fee: $15.00

Course Content: The course will familiarize the student with the basic concepts in operating a knitting machine. The student will learn basic techniques in producing a garment. Lace, tuck, skip and faire-isle techniques will be shown and used. The students will also learn how to produce a personal measurement chart and different finishing.

Date: *April 10 to June 14/84*

Knitting by Machine Intermediate CFT 901

Mon. 1800-2100 hrs. Kensington Campus
30 hours Fee: $35.00 Equipment Fee: $15.00

Course Content: The students will continue developing skills on the knitting machine by charting of a variety of skirt styles (½ size samples) and weaving by machine techniques. They will also be introduced to the Knit-Leader and Ribber attachments, and some garment finishing methods.

Date: *April 9 to June 18/84*

Knitting by Machine Advanced — CFT 902

Wed. 1800-2100 hrs. Kensington Campus
30 hours Fee: $35.00 Equipment Fee: $15.00

Course Content: Continuation of techniques learned. The course projects emphasize executing finished items, ranging from simple knits to elaborate designs and combining yarn with other materials. The course emphasizes the skills used in the knitting industry. Upon completion of the three courses, the graduates could be able to find employment in the knitting industry.

Date: *April 11 to June 15/84*

Grading Techniques For Apparel Industry Elementary — PAT 900

Mon. 1800-2100 hrs. Kensington Campus
30 hours Fee: $45.00

Course Content: Demonstration of skills of grading patterns by simple and reliable methods. Grading of patterns for all styles of misses and junior size garments. The course will help the student to better understand the mechanics of grading and thereby assist in producing garments with better fit.

Date: *April 9 to June 18/84*

Hairdressing and Grooming

Hairdressing for Barbers — BARB 901

Tues. and Thurs. 1930-2230 hrs.
Kensington Campus 60 hours Fee: $85.00
Materials: $35.00

Prerequisite: Ontario Certificate of Qualification in Barbering.
Course Content: Basic ladies' hairdressing, dry and wet setting, combouts, finger waving, pincurls, skip wave, permanent waving and tinting.

Date: *April 10 to June 14/84*

Furniture and Furnishings

Furniture Finishing — FURN 103X

Mon. and Wed. 1800-2100 hrs.
Kensington Campus 60 hours Fee: $65.00
Equipment Fee: $15.00

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac, and lacquer.
Students supply own materials.

Date: *April 9 to June 18/84*

Restoration of Antiques — FASH 800

Mon. 1900-2200 hrs. Casa Loma Campus
30 hours Fee: $60.00 Materials: $5.00

Course content: This course is designed to introduce the student to some theoretical and practical aspects of restoration of objects made of wood, glass, ceramics, silver, gold, ivory and textiles. Students are taught to use various adhesives, fillers and finishes. Problems posed by the object are first analyzed and procedures for cleaning and restoration are then developed. Where necessary, maintenance and environmental control procedures are developed by the student and the teacher.

Date: *April 9 to June 18/84*

Furniture Upholstery I — FURN 104X

Mon. and Wed. 1800-2100 hrs.
Kensington Campus 60 hours Fee: $65.00
Equipment Fee: $15.00

Course Content: Stuffing and covering, measuring, cutting, fitting and stapling. Students supply own materials.

Date: *April 9 to June 18/84*

Ceramics

Basic Ceramics — CER 900

Sat. 0900-1200 hrs. Casa Loma Campus
30 hours Fee: $35.00 Materials: $25.00

Course Content: Introduction to construction, hand buildng and wheel techniques, painting and glazing process.

Date: *April 7 to June 9/84*

Ceramics 1 — CER 101X

Mon. and Wed. 1900-2200 hrs.
Casa Loma Campus 60 hours Fee: $65.00
Materials: $25.00

Course Content: Introduction, concentrating on hand building and wheel techniques, surface enrichment, brush painting and glazing techniques.

Date: *April 9 to June 13/84*

Ceramics 3 — CER 201X

Tues. and Thurs. 1900-2200 hrs.
Casa Loma Campus 60 hours Fee: $65.00
Materials: $25.00

Course Content: Advanced work in ceramic techniques — hand building forms, wheel techniques — emphasis on function and decorative qualities in ceramics

Date: *April 10 to June 14/84*

Developing An Effective Newsletter/Producing Small Business Publications
Part I — CES 801
Part II — CES 802

Sat. 0930-1630 hrs. St. James Campus
6 hours each Fee: $25.00 (each part)

This is a short course in two parts for those who edit, write and produce small publications for companies, service groups, clubs and other organizations. The program is designed for those who are new to the tasks involved, those who are starting new publications, or those who wish to upgrade their present publication. The course is presented on two successive Saturdays and while persons may attend only one day, it is recommended they attend both.

On the first Saturday the emphasis is on editing and writing. Topics will include setting publication goals, developing stories, interviewing, writing and copy editing. On the following Saturday, the emphasis is on layout and production. Topics will include design principles, picture editing, layout techniques, production methods and dealing with suppliers. Discussion will be encouraged and publications of participants will be used for instruction where possible.

Dates: *Part I — April 7, April 21/84*
Part II — April 14, April 28/84

How To Buy Antiques — CE 817

Wed., 2000-2200 hrs. Casa Loma Campus
12 hours Fee: $35.00

Come and learn about the booming antique market. Whether for investment or pleasure, everyone wants to know more about his/her treasures. Stress will be on the recognition of different styles and periods of furniture, china, glass and silver, also the discernment of quality and craftsmanship. The instructor, Marion Heller, has studied extensively in England in the fine and decorative arts.

Date: *April 11 to May 16/84*

Stained Glass I — ART 805A

Mon. & Wed. 1900-2200 hrs. Casa Loma Campus
60 hours Fee: $65.00 Students must purchase their own material as required.

Level I: An introduction to the copper foil and lead techniques of stained glass. The course is designed, both for a complete beginner and for anyone who wishes to become more proficient in this age old craft. All aspects of stained glass will be covered so that each member of the class will become familiar with all the tools and materials necessary in the completion of stained glass windows. The course will provide an appreciation of the possibilities and qualities of a unique material.

Date: *May 7 to July 18/84*

100 Years Ago: Toronto in the 1880s — CES 810

Thurs. 1930-2130 hrs. Enoch Turner Schoolhouse
12 hours Fee: $50.00

Course Content: The decade of the 1880s saw the rapid industrialization of Toronto which brought with it profound changes in how people lived. This course profiles the day-to-day life of the average Torontonian during this fascinating period. Six prominent lecturers/historians provide students with a thorough examination of issues ranging from the experience of childhood to the beginnings of leisure time.
Note: Register at St. James Campus.

Date: *April 19 to May 24/84*

Assertiveness Training — CE 824

Wed. 1900-2100 hrs. St. James Campus
16 hours Fee: $45.00 Materials: $5.00

Course Content: The assertive person is able to express herself in a direct and straightforward manner without either denying her own personal responses, or trampling on the rights of others. Assertiveness training teaches the principles of mature interaction — how to insist on being treated with respect, how to be taken seriously, and how to say "no" without feeling guilty. The practical application of these principles will be a major focus of the course. Topics covered will be: every woman's bill of rights, behaviour cycles, breathing to combat stress, body language, games we play, refusing requests, the decision to change, techniques of assertion, coping with criticism and dealing with anger.

Date: *June 6 to July 25/84*
Limited Enrolment.

Assertiveness II — CES 809

Tues. 1830-2130 hrs. St. James Campus
Fee: $65.00 Materials: $3.00

Prerequisite: Assertiveness I
Course Content: This advanced course emphasizes the practical applications of the concepts and ideas learned in Assertiveness I. By means of a self-inventory students examine their own behaviour and establish personal goals for improvement. Video recordings of several classes provide students with detailed visual feedback of their behaviour.

Date: *April 17 to June 5/84*
Limited Enrolment.

Weekend Workshop — CE 898

Sat. 0930-1230 hrs. 1330-1630 hrs.
St. James Campus 6 hours Fee: $35.00

Take one morning class and one afternoon class from the following list of four courses.

0930-1230
Money Management

Learn how to start your own financial plan

OR

Feeling Fabulous

How to look classically elegant and at the same time be casually comfortable.

1330-1630
Gain Confidence
Develop a plan of action, build your confidence.

OR

Make Up Your Face

Learn how to use cosmetics to create the most effective you.

Dates: *June 9/84 June 23/84*

You and Your Home

Condominiums — CE 869

Sat. 1000-1500 hrs. St. James Campus
5 hours Fee: $20.00 Materials: $3.00

Before you buy explore the multifaceted condominium approach to living in Metropolitan Toronto; its various styles, the advantages and disadvantages; its differences in comparison to buying a single family dwelling. Topics covered will include: how to choose a good building, what is a good investment, financing, price ranges, co-operatives, and trends in the Metro area.

Date: *April 14/84*

Buying Your First Home RE 801

Sat. 1000-1500 hrs. St. James Campus
5 hours Fee: $20.00 Materials: $5.00

Course Content: The purchase of a first home is a time of much excitement and apprehension. This course will provide the first-time home buyer with sufficient information to make a knowledgeable decision. It will cover all the steps in the process including: establishing a price range, selecting the right real estate agent, evaluating neighbourhoods in the Toronto area, establishing fair market value, obtaining financing, making an offer, closing costs and procedures, settling-in expenses.

Date: *May 5/84*

The Mortgage Market CE 830

Sat. 1030-1330 hrs. St. James Campus
3 hours Fee: $15.00 Materials: $2.00

Course Content: This three-hour workshop will give the student a practical application and guide to understanding mortgages in today's market-place. There will also be a thorough examination of the current mortgage market and a discussion of future trends in the mortgage financing field.

Date: *June 2/84*

Leisure Activities

Exploring Toronto CE 882

Sat. 1000-1200 hrs. St. James Campus
6 weeks Fee: $45.00

Stroll through the skyscrapers and magnificent banking halls in the stone canyons of Canada's financial centre. Browse through the Bloor Street boutiques. View the clusters of beautiful turn-of-the-century warehouses and factories that have been restored and converted into theatres, shops, and restaurants. Get beyond the obvious tourist attractions and truly explore Toronto.

Dates: *April 7 to May 12/84*
May 19 to June 23/84

Bicycle Repair Clinic CE 820

Sat. 0900-1600 hrs. St. James Campus
7 hours Fee: $20.00

With bicycle repair rates at $15/hr or more this may be the wisest $20 investment you make this year. 14 years and over or accompanied by a parent.

Bring your bike and lunch with you if you like!

Dates: *May 5/84 May 26/84*

Please call 967-1212, ext. 3242 for suggested tools.

General Fitness FIT 800

Mon. and Thurs. 1930-2030 hrs.
Casa Loma Campus 28 hours Fee: $46.00

Course Content: This is a co-educational fitness program designed to improve all components of your physical fitness. Each class is accompanied by music and concentrates on your cardiovascular system, as well as your strength, flexibility and muscular endurance.

Date: *April 23 to Aug. 2/84*

Bicycle Touring: The Ultimate Experience CE 881

Tues. 1900-2100 hrs. St. James Campus
12 hours Fee: $35.00

Course Content: Topics covered will include: equipment selection, travel gear, nutrition, physical conditioning, safety, trip planning, bicycle maintenance and the complete tool picture.

Date: *April 10 to May 15/84*

Yoga YOGA 800

Wed. 1900-2100 hrs. Casa Loma Campus
24 hours Fee: $42.00

The scientific technique of traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing; meditation — mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Date: *April 4 to June 20/84*

Tennis (Beginners) TENN 800

Fri. 1800-2000 hrs. Kensington Campus
16 hours Fee: $35.00

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes — forehand, backhand, volley, serve — plus footwork. Students are urged to register as early as possible.

Date: *April 6 to June 1/84*

Tennis (Intermediate) TENN 802

Wed. 1800-2000 hrs. Kensington Campus
16 hours Fee: $35.00

Course Content: Practical skills required for participation at an advanced level are stressed, including the volley, different hits, footwork and methods of analyzing the sport. Students are urged to register as early as possible.

Date: *April 4 to May 23/84*

Tennis (Advanced) TENN 804

Wed. 2000-2200 hrs. Kensington Campus
16 hours Fee: $35.00

Course Content: Advance your knowledge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy. Students are urged to register as early as possible.

Date: *April 4 to May 23/84*

Airbrush Techniques AIRB 901

Tues. & Wed. 1800-2100 hrs. St. James Campus
60 hours Fee: $65.00 Material Fee: $40.00

Course Content: For both beginners and advanced students. Students will learn the fundamental working procedures as well as advanced airbrush techniques as used in today's illustrations. The student will also learn through many examples and demonstrations from the setting up of equipment and actual operation of the airbrush. The many specialized applications in rendering and retouching will be taught. Projects will include: Illustration, Product Rendering, Advertising Illustration.

Date: *June 4 to August 8/84*
Limited enrolment.

Visual Communications and Photography

Basic Audio-Production Techniques ADIO 923

Mon. and Wed. 1800-2100 hrs. St. James Campus
60 hours Fee: $105.00

Course Content: Students will obtain a good understanding of recording techniques, acoustics, microphones and the preparation of slide-sound programs.

Extensive practical work is undertaken through the course.

Date: *April 4 to June 11/84*

Life Drawing LIFE 121X

Mon. 0900-1230 hrs. St. James Campus
60 hours Fee: $65.00

A traditional approach to drawing based on the human figure. Understanding attitudes, positions and movements using contour, gesture, diagramatic and progressive drawing.

Dates: *June 4 to June 29/84*
July 3 to July 30/84

Cinematography CINE 925

Tues. and Thurs. 1800-2100 hrs.
St. James Campus 60 hours Fee: $155.00

Prerequisite: Basic Cinematography CINE 922.
Course Content: Cinematography CINE 925 is an intensive course, designed to further the experience of students who have already taken some previous course, such as Basic Cinematography CINE 922. The student taking CINE 925 will consider in greater depth the many practical aspects of motion picture technology which are involved in producing a film. Several short films will be made during the course.

Date: *April 3 to May 15/84*

Introduction to Photography PHOT 800

Mon. or Tues. or Wed. 1830-2130 hrs.
Casa Loma Campus 30 hours Fee: $50.00
Materials: $20.00

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques.

Illustrated talks cover — camera lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc.

Owing to student demand, this course is run several times each year, but early registration is recommended.

Dates: *April 2, 3, 4 to June 11, 5 or 6/84*

Photographie Et Techniques De La Chambre Noire PHOTO 824

Jeudi 1830-2130 hrs. Casa Loma Campus
30 heures Coût: 50$ Matériel: 20$

Ce cours permet de se familiariser avec les techniques de prise de vue, d'apprendre à regarder "en noir et blanc" et "en couleur" et à composer une photographie.

Dans la chambre noire, l'apprenant s'initie au développement de négatifs, de diapositives et au tirage d'épreuves en noir et blanc et en couleur.

Les truquages et certains effets spéciaux sont aussi abordés (bas-relief, solarisation, grain exagéré).

Le cours se termine par une exposition des oeuvres de ceux qui ont suivi le cours.

Dates du cours: *jeudi du 5 avril au 7 juin/84*

Documentary Photography PHOT 921

Mon. and Wed. 1800-2100 hrs. St. James Campus
30 hours Fee: $60.00 Materials: $25.00

This Documentary Photography course provides students with an opportunity to practise and develop their photographic technical skills against a working understanding of documentary photography.

This course is designed for people with or without previous experience in photography. Each student gains additional experience by processing or printing their own negatives. The darkroom work will result in the production of a series of photographic prints covering one of two potential topics. The topics include a photographic documentation of the home or the work place. Students should expect to spend up to $50 for supplies and materials.

Date: *June 11 to July 1/84*

Photographic Black and White Print Workshop PHOT 922

Tues. and Thurs. 1800-2100 hrs.
St. James Campus 30 hours Fee: $60.00
Materials: $50.00

This workshop provides instruction and hands-on experience for those students interested in developing good black and white printing skills. Each student is instructed in the fundamentals of black and white printing techniques with a maximum amount of time available for extended darkroom work. Although beneficial, previous darkroom experience is not required.

Date: *June 12 to July 12/84*

Roundhouse DENT 906

Mon. and Wed. 1830-2130 hrs.
Casa Loma Campus 60 hours Fee: $65.00

This course is designed specifically for those attempting the Provincial Registration Examinations. Preference will be given to students who show proof of acceptance as candidates for the Registered Dental Technicians Examinations (Letter or Receipt). Instruction will be provided and projects assigned in the areas of complete and partial denture construction, crown and bridge work and orthodontics. Participants must be working dental technicians, and should have experience in all areas previously mentioned.

Date: *April 18 to June 27/84*

Precision Attachments DENT 917

Fri. 1800-2200 hrs. Sat. 0900-1700 hrs.
Casa Loma Campus 11 hours Fee: $16.00

This course is designed to give an overall understanding of the function and work flow of different precision attachments, with emphasis on the crown & bridge phase. Participants should presently work in the crown and bridge department or have done so in the past.

Date: *April 6 to April 7/84*

Radiation Protection DENT 931

Thurs. 1830-2130 hrs. Sat.(2), 0900-1700 hrs.
Casa Loma Campus 38 hours Fee: $43.00

Required Prerequisites: This course is designed for individuals working in the dental office who have not had formal community college training in dental radiography and who are not qualified to take radiographs under Section 5(3) of the Healing Arts Radiation Protection Act Bill 177.

Candidates must provide evidence that they are working in a dental office and are routinely taking and processing x-rays under the direction of a dentist.

Course Description: This course presents a theoretical and practical study of the principles and applications involved in the employment of radiation safety measures in dental radiography. It will be assumed that the students already have competency in oral facial anatomy, the exposure, processing and mounting of dental radiographs, and some understanding of basic x-ray physics.

Date: *May 3-June 4/84*

Cardiopulmonary Resuscitation — Basic Rescuer CPR 902

Mon. and Thurs. (Casa Loma) — Open to George Brown students only. Tues. and Thurs. (Nightingale Campus) — Open to anyone.
1730-2130 hrs. 12 hours Fee: $17.00
Materials: $3.00

Basic life support CPR is a first aid procedure performed by trained lay people without direct medical supervision. It is a component of Emergency Cardiac Care (ECC). The objectives of the course are to know the concepts of basic life support measures in emergency cardiac care and to accurately perform the psychomotor skills of cardiopulmonary resuscitation of the adult and infant in pulmonary and/or cardiac distress. The course follows the guidelines set by the Canadian Heart Foundation. A certificate is issued by the Foundation upon successful completion of the course.

Note: Please register at least one week prior to the start of the course.

Dates: *Casa Loma Campus April 5 to April 12/84*
April 19 to April 26/84 May 3 to May 10/84
May 24 to May 31/84 June 7 to June 14/84

Nightingale Campus May 8 to May 15/84
June 12 to June 19/84

Cardiopulmonary Resuscitation — Basic Rescuer Recertification CPR 903

Mon. and Wed. 1800-2130 hrs. Casa Loma Campus
7 hours Fee: $12.00 Materials: $2.50

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification.

Course Content: This course is designed to review and update material and methods presented in the Ontario Heart Foundation basic rescuer courses and will recertify holders of this certification.

Note: Please register at least one week prior to the start date of the course.

Dates: *Casa Loma Campus April 2 to April 4/84*
April 30 to May 2/84 June 4 to June 6/84

Neonatal Intensive Care Nursing NU 405

The goal of this certificate program is to prepare registered nurses to provide competent, comprehensive nursing care to the critically ill newborn infant in an intensive care setting and to the family. To qualify for a certificate, all six courses of the program must be completed within three years.

Prerequisites: Current Certificate of Competence, College of Nurses of Ontario or, if from out-of-province, eligibility for registration in Ontario. Current nursing experience in the field of perinatology (ie) obstetrics, nursery, N.I.C.U.; Basic Rescuer Certificate, Canadian Heart Foundation; attendance at an information/ Selection Session.

Information on the following courses may be obtained from the Nursing Department, Continuing Education, Telephone 967-1212 ext. 4226.

Neonatal Intensive Care Nursing II: Practicum NEO 415

Mon. to Fri. Nightingale Campus 160 hours
Fee: $165.00

This course provides a concentrated experience in the neonatal intensive care units so that the registered nurse is able to master the necessary advanced skills and give safe, competent care to the unstable, critically ill neonate and his/her family.

Start date: *June 11 to July 6/84*

Respiratory Physiology NURS 902

Thurs. 1800-2030 hrs. Nightingale Campus
10 hours Fee: $15.00

Prerequisite: Basic course in anatomy and physiology.

Course Content: Respiratory processes are studied in depth, concluding with discussions of common abnormalities resulting from respiratory insufficiency, or respiratory control.

Date: *April 5 to April 26/84*

Physiology of the Endocrine System NURS 919

Tues. 1800-2100 hrs. Nightingale Campus
21 hours Fee: $26.00

Prerequisite: Basic course in anatomy and physiology

Course Content: This course is concerned primarily with the physiological regulation and control of different metabolic processes occurring within the body. Relevant topics in pathophysiology are included in the content.

Date: *May 1 to June 12/84*

Gastrointestinal Physiology NURS 918

Thurs. 1800-2100 hrs. Nightingale Campus
15 hours Fee: $20.00

Course Content: This course examines the primary function of the alimentary tract to provide the body with a continual supply of water and nutrients while permitting the excretion of metabolic waste products. Relevant topics in pathophysiology are included in the content.

Date: *May 3 to May 31/84*

Certificate Course in Haute Cuisine

This program is designed to meet the evergrowing demand for knowledge and practical experience in the creation of fine food and entertainment in the home. The entire course consists of 5 individual sections commencing with basic small quantity food; this will give the student the opportunity to apply the principles of cooking, using the raw materials with tested recipes under the guidance of skilled chefs. This section will be followed in sequence by basic baking, advanced small quantity food, advanced baking and appreciation of wines, spirits and liqueurs. Each student, on satisfactory completion of the individual sections, will receive a certificate of competence and, on completion of all five sections, will be awarded a certificate in Haute Cuisine.

Haute Cuisine Program
Introduction applies to first five courses only.

Small Quantity Food (Basic) FP 730X

Mon. 1800-2200 hrs. Kensington Campus
60 hours Fee: $85.00 Materials: $95.00

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Date: *April 9 to June 18/84*

Baking (Basic) BK 610X

Mon. 1800-2200 hrs. Kensington Campus
40 hours Fee: $45.00 Materials: $60.00

This course is designed to equip the student with practical working knowledge of pastry doughs, choux past, yeast dough and sponge goods, the use of icings, creams; puddings, custards and other desserts, fruits, tarts, pies and quick breads, the high ratio and angel cake mixes, simple decoration and presentation of birthday and other occasion cakes.

Date: *April 9 to June 18/84*

Baking (Advanced) BK 634X

Wed. 1800-2200 hrs. Kensington Campus
40 hours Fee: $45.00 Materials: $70.00

Prerequisite: Basic Baking BK 610X.
The course will take the basic knowledge of pastry and desserts and allow the development of these techniques to create patisserie masterpieces, flamboyant desserts, ice cream bombes, souffles, petits fours, tortes, gateaux, and sugar creation with the decorative centre pieces, the true art of French pastries and their presentation.

Date: *April 11 to June 13/84*

Appreciation of Wines F 807

Mon. 1900-2200 hrs. Kensington Campus
30 hours Fee: $45.00 Materials: $95.00

Prerequisite: Over 19 years of age.
This course will be devoted to the knowledge of wines from the standpoint of types, vintages, prices, handling, storage, and correct usage in relation to menu, glassware, and serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines. Enrolment limited.

Date: *April 9 to June 11/84*

Advanced Wine Appreciation F 811

Wed. 1900-2200 hrs. Kensington Campus
30 hours Fee: $50.00 Materials: $155.00

Prerequisite: Appreciation of Wines, F 807, and over 19 years of age.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from French and German vineyards. Tasting and sampling will be part of the prescribed course. Enrolment limited.

Date: *April 11 to June 13/84*

Junior Gourmet Cooking F 815

Sat., 1000-1300 hrs. Kensington Campus
30 hours Fee: $45.00 Materials: $40.00

Prerequisites: 10-16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be — vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches.

Date: *April 7 to June 9/84*

Mixology (Cocktail Bartending) BAR 503X

Mon. 1900-2200 hrs. Kensington Campus
30 hours Fee: $45.00 Materials: $60.00

Prerequisite: Over 19 years of age.
Course Content: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks. Enrolment limited.

Date: *April 9 to June 18/84*

Retail Meat Cutting Theory MC 613X

Tues. 1900-2200 hrs. Kensington Campus
36 hours Fee: $41.00 Materials: $20.00

Course Content: This course explores through lectures and demonstrations the following topics in meat retailing: cutting, grading and characteristics of beef, lamb, pork and veal carcasses. Preparation of poultry for retail sale. Displaying and merchandising of all types of meat products.

Date: *April 24 to June 10/84*

Cake Decorating BK 639X

Tues. 1900-2200 hrs. Kensington Campus
30 hours Fee: $35.00 Materials: $25.00

Course Content: This course offers the theory and practical experience in cake and pastry decorating techniques. Each three-hour session is structured to provide information through lectures and demonstrations and hands-on experience in the following techniques: piping, icing and modeling techniques, preparation of various decorator icings, "free-hand piping" and "pattern tracing"; string work, ornaments, inscriptions, flowers, border designs, techniques with marzipan, chocolate and "rolled fondant"

Date: *April 10 to June 12/84*

Meat Cutting for the Home Enthusiast F 817

Mon. 1900-2200 hrs. Kensington Campus
30 hours Fee: $45.00 Materials: $200.00

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The students will be involved in the cutting and processing of various cuts of lamb, pork, and poultry and the finished product will become the personal property of the student.

In addition there will be a demonstration of the cutting of a side of beef (hindquarters, forequarters) into primal and retail cuts. Students will have the opportunity to purchase and process selected beef cuts at cost price.

Date: *April 9 to June 18/84*

Sensory Evaluation F 832

Wed. 1900-2200 hrs. Kensington Campus
21 hours Fee: $50.00 Materials: $20.00

Prerequisite: 19 years of age and up.
Course Content: To develop an understanding of how your taste buds work and react in the evaluation of food and drink.

Experiments and lectures will be conducted each evening. Topics covered will include defective wines, wine components in various solutions, acids, sugars and various senses. The students will experiment mainly with their sense of smell, touch and taste in identifying qualities and defects in wines, as well as potential qualities.

Date: *April 11 to May 23/84*

Dining Out: A Tour of Toronto Restaurants F 831

Tues. 1800-2200 hrs. Kensington Campus
20 hours Fee: $50.00

Course Content: Over the last ten years the good life has come to Toronto. No longer do they roll up the streets at dusk; in fact, Toronto has become internationally known for its food, its restaurants and enterainment centres. This unique course will provide the knowledge of the college's food experts in developing and appreciating an educated palate. Lectures will outline the foods of the world, the development of national and regional dishes, methods of preparation, appropriate beverages and service techniques. Each lecture will be followed by a dinner in a restaurant that best exemplifies the food of the country under discussion. Countries discussed in series A will be Greece, Italy, France, Japan and Germany. Fees include the cost of the lecture only. Restaurants chosen will be restricted to the medium-priced range.

Date: *April 17 to May 15/84*

Certificate in Hospitality Management Studies

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000. The critical consideration in the development of the industry will be the availability of an adequate and well trained supply of manpower. The following courses (each complete in itself) expose future leaders of this industry to various segments of management. Successful completion of 6 of the following 8 courses qualifies the student for a George Brown Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full time diploma in Hotel or Food and Beverage Management, or Culinary Management. For information concerning the specific requirements for the certificate, phone 967-1212, ext. 4337
A TEXTBOOK IS REQUIRED IN MOST COURSES.

Purchasing for Hospitality ACC 108X

Thurs. 1830-2130 hrs. Kensington Campus
30 hours Fee: $35.00 Materials: $25.00
(includes price of text)

Course Content: To understand the complexities of Food and Beverage purchasing. To understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. This is a basic course which deals with purchasing needs as determined by function, delivery, quantity and price. Subject Matter: Purchasing Specifications; Making Quantity Decisions; Basic Inventory Control and Purchasing; Selecting Suppliers; Determining Prices; Other Costs in Purchasing; Purchasing Procedures; Value Analysis; Buying Outside Canada; Make vs Buy Decisions; Evaluating Purchasing Effectiveness.

Date: *April 12 to June 14/84*

Food Service Facilities Development Planning and Design FSF 900

Mon. 1830-2130 hrs. Kensington Campus
30 hours Fee: $35.00 Materials: $10.00
(includes price of text)

A course for experienced operators of food service facilities, developers or designers. The course investigates the steps in the development of a food service facility and the professionals who are involved in this process. Management of the overall progression of events as well as the details of these individual events are discussed by the course instructor and industry representatives. Assignments, case studies and a group project involving student teams will be required and performed by students. Upon successful completion of the program, each participant will be able to manage the activities of the planning team, prepare a preliminary specifications list, apply principles of design and layout, select the most appropriate equipment for a food service facility. Topics include: analysis of economic feasibility, site selection, construction problems and techniques, capital costs, selection of equipment, interior design, business practices of the professional consultants, and emerging trends in hospitality facilities. Enrolment is limited.

Date: *April 9 to June 18/84*

Food and Beverage Cost Control ACC 210X

Mon. 1830-2130 hrs. Kensington Campus
30 hours Fee: $35.00 Materials: $10.00
(includes price of text)

Course Content: To understand the essential principles and procedures of effective food and beverage control.

Assignments: The purpose of food and beverage cost control; food purchasing, receiving, storing and issuing; calculation of actual food costs; establishment of standard cost; calculation of standards; production planning and special controls; improvement methods and procedures; beverage purchasing, receiving, storing and inventory control; calculating standard sales values; actual versus standard beverage sales.

Date: *April 9 to June 18/84*

Front Office Operation HIND 222X

Thurs. 1830-2130 hrs. Kensington Campus
30 hours Fee: $35.00 Materials: $10.00

An intense professional approach to Front Office procedures, expressing the hotel guest relationship from prearrival to departure. Heavy emphasis on hotel terminology plus strategies of reservation controls, reception and credit procedures along with skills of operation and audit of the NCR 4200 and 250. Attention will also be paid to special situations such as the V.I.P. guests as well as travel agencies and their impact on the hospitality industry.

Date: *April 12 to June 14/84*

Hospitality Law and Insurance LAW 204X

Mon. 1830-2130 hrs. Kensington Campus
30 hours Fee: $35.00 Materials: $20.00
(includes price of text)

Course Content: To provide an understanding of the legal aspects of the hospitality industry and the law in perspective. To learn to recognize and deal more effectively with the legal aspects of business. To improve communications with lawyers and understand and apply their advice. This course provides business people with a basic understanding of some of the points of law which frequently arise in business. Topics by session: Formation of a Contract; Discharge of a Contract; Absolute Sales of Personal Property; Conditional Sales Contracts, Chattel Mortgages and Bailment; Creditor's Rights, Negotiable Instruments and Collection; Partnerships; Corporations; Leases; Bankruptcy; Patents, Trade Marks and Unfair Competition.

Optional Topics: Insurance Contracts; Employer-Employee Relations; Mechanics' Liens. This course deals with the Hotel Registration of Guests Act, the Inn Keepers Act, the Liquor Licence Act and multitude of regulations affecting the operations of hotels and restaurants.

Date: *April 9 to June 18/84*

Hospitality Accounting ACC 207X

Wed. 1830-2130 hrs. Kensington Campus
30 hours Fee: $35.00 Materials: $20.00
(includes price of text)

Course Content: To determine the basic accounting data required by operations in the hospitality and tourist industries. To show how better utilization of information from accounting records can be incorporated into budget planning, and improve both the efficiency and profitability of a business. This course covers a wide range of subjects essential to profitable financial management. Topics by session: Financial, Statements, Planning Budgets and Forecasting; Controls of Food, Beverage and Room Revenue; Cash Flow and Control; Credit Analysis and Control; Inventory Control; Purchasing and Leasing Policies; Control of "Un"-Fixed Assets; Taxation; Priorities for Effective Management.

Date: *April 11 to June 13/84*

Hospitality Personnel PERS 202X

Tues. 1830-2130 hrs. Kensington Campus
30 hours Fee: $35.00 Materials: $5.00

Course Content: To increase the proficiency of the supervisor. To show the importance of human relations in job performance. To emphasize the value of formulating decision-making policies based on the viewpoint of the guest. This course stresses the role and responsibilities of the supervisor in developing a more dynamic and profitable operation. Topics by session: The Role of the Supervisor; Analyzing the Problem; Principles of Effective Supervision; Setting Objectives and Goals; Organizing and Planning; The Human Factor; Flow of Information; Improvements-Flow Charting and Layout Analysis; Selecting Criteria and Measuring Results; Taking Corrective Action.

Date: *April 10 to June 12/84*

Marketing for the Hospitality Industry MARK 208X

Wed. 1830-2130 hrs. Kensington Campus
30 hours Fee: $35.00 Materials: $5.00

Course Content: To learn to deal effectively and decisively with marketing problems, thereby avoiding needless errors, unhappy customers and waste of time and money. The course material covers the many facets which are vital to a successful marketing program. Topics by session: Analyzing the Marketing Problem; Sales Planning; Equipping to Sell and Service; Direct Mail as a Marketing Tool; Advertising as a Marketing Tool; Supplementary Marketing Aids; Promoting Individual Room Business; Promoting Convention and Group Business; Promoting Food Beverage Sales; Relating All Management Decisions to Marketing.

Date: *April 11 to June 13/84*

An Introduction to Real Estate Segment I RE 900A

Day: 6 hours daily 0830-1530 hrs.
Night; 3 hours daily 1830-2130 hrs.
Adelaide Campus 30 hours

Course Content: This course covers the following topics: ownership of real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans; benefits and services of a broker; a career in real estate; relationship of principal and agent; the typical real estate transaction. Textbook extra.

Start date: *Continuous*

An Introduction to Real Estate — Segment II RE 900B

Day: 6 hours daily 0830-1530 hrs.
Night: 3 hours daily 1830-2130 hrs.
Adelaide Campus 60 hours

Prerequisites: Evidence of completion of Segment I: 75% pass mark on the examination of Segment I.
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker — salesman relationship; ethics; municipal regulations; subdivision control; introduction to land descriptions; construction; evaluation; advertising; mortgages; agency law; statutes affecting the Real Estate business; parties to contract; contract law; agreement of purchase and sale. Textbook extra.

Start date: *Continuous*

An Introduction to Real Estate — Segment III RE 900C

Day: 6 hours daily 0830-1530 hrs.
Night: 3 hours daily 1830-2130 hrs.
Adelaide Campus 60 hours

Prerequisites: Evidence of completion of: Segment II: 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day to day Real Estate operation. Textbook extra.

Start date: *Continuous*

Principles of Appraisal RE 903

Day: 4 hours daily 0830-1230 hrs.
Night: 4 hours daily 1800-2200 hrs.
Adelaide Campus 40 hours

Course Content: The purposes and functions of real estate appraisal; the nature of real property value; legal aspects of real estate; the appraisal process; general area and neighbourhood trends; site analysis; site valuation and problems; introduction to appraising subdivisions; how to inspect and measure a property; building materials and equipment, architectural styles and functional utility; building cost estimates; accrued depreciation; problems relating to the cost approach (land and building valuation); introduction to direct sales comparison (market data approach); introduction to the income approach; correlation (and final estimate of value); course review. Fee includes exam fee. Textbook extra.

Start dates: *Continuous*

Real Property Law RE 905

Day: 4 hours daily 0830-1230 hrs.
Night: 4 hours daily 1800-2200 hrs.
Adelaide Campus 40 hours

Course Content: History of real property law; rights and limitations of ownership; estates in land; interests less than estates; leases; convenants; transfer of interests in land; role of real estate agent; mortgage law; contract law; use of real estate forms; the lawyer and the agent; Real Estate and Business Broker's Act; Condominium Act; Planning Act; Income Tax Act; Land Speculation Act; Land Transfer Act; Expropriation Act; review. Fee includes exam fee. Textbook extra.

Start dates: *Continuous*

Training in Business and Industry (TIBI)

For some time now educators have recognized that much of the training relevant to both Business and Industry can best be delivered through a co-operative approach. Business and Industry can identify the kinds of training needed in the work place; education can assist in a supportive role by developing curriculum to satisfy the need and identifying qualified personnel to act as instructors.
The Province of Ontario through the Ministry of Colleges and Universities has developed a funding mechanism to assist employers financially in delivering the training. In essence most co-operative programs under the TIBI incentive can be funded in whole, or in part, by this system. For specific information contact 362-2471.

Commercial Real Estate RE 904

Day: 4 hours daily 0830-1230 hrs.
Night: 4 hours daily 1800-2200 hrs.
Adelaide Campus 40 hours

Course Content: Scope of the commercial investment field; the municipality, planning and zoning; development of the region; feasibility studies; the office building — developer's and tenant's viewpoint; the shopping centre — developer's and tenant's viewpoint; apartment building; ownership versus leasing — co-operatives and condominiums; investment — comparison of types and legal and tax problems; syndication; sale of business — the Real Estate and Business Broker's Act and the Bulk Sales Act; financing commercial projects — lender's and borrower's viewpoint. Fee includes exam fee: Textbook extra.

Start dates: *Continuous*

Principles of Mortgage Financing RE 902

Day: 4 hours daily 0830-1230 hrs.
Night: 4 hours daily 1800-2200 hrs.
Adelaide Campus 40 hours

Course Content: Mortgage terminology; mortgages as an investment; the mortgage market; types of mortgages and lenders; the borrower's needs; the lender's needs; submitting the application for a mortgage; the role of secondary financing; mortgage specialties; property appraisals. Fee includes exam fee. Textbook extra.

Start dates: *Continuous*

Day Classes:

Continuous intake. Adjustments are made for holidays.

Evening Classes:

Classes are held on Monday and Wednesday.

Day and Evening schedules are available on request. For further information call 967-1212, ext. 3218.

Note: For information on start dates for the Real Estate courses phone 967-1212; ext. 3218.

The George Brown College

15th Annual

Summer School of Dance

Lois Smith, Artistic Director

July 2-August 10, 1984
Senior and Adult Divisions

July 2-27, 1984
Elementary and Junior Divisons

For further information regarding all School of Dance programs call the School directly at 363-9945.

School of Dance

Creative Movement for Children SDA 905

Monday to Friday St. James Campus 2 or 4 weeks
Fee: $45.00 per 2 week program

Daily Movement classes for six- and seven-year-olds with or without previous experience. Through exercises and guided play, children will learn spatial awareness, basic rhythmic patterns and the correlation of movement and music.

Date: *July 2 and July 16/84 (Students may register for either one or both 2 week programs.)*

Children's Ballet I SDA 906

Monday to Friday St. James Campus 2 or 4 weeks
Fee: $45.00 per 2 week program

Daily one-hour ballet class for eight-year-old children with at least a year experience.

Date: *July 2 and July 16/84 (Students may register for either one or both 2 week programs.)*

Children's Ballet II SDA 907

Monday to Friday St. James Campus 2 or 4 weeks
Fee: $45.00 per 2 week program

Daily one-hour ballet class for nine-year-old children with at least two years experience.

Date: *July 2 and July 16/84 (Students may register for either one or both 2 week programs.)*

Adult Dance Course

Monday to Thursday St. James Campus
6 weeks Fee:
1 course $45.00
2 courses $80.00
3 courses $110.00
4 courses $135.00

These courses are established for interested adults, amateur and professional actors as well as former dance students not interested in a professional career in dance. Students may register for as many courses in their level as desired, subject to availability.

Courses: SDA 920 Basic Ballet Technique; SDA 921 Pre-Elementary Ballet Technique; SDA 922 Elementary Ballet Technique; SDA 923 Intermediate Ballet Technique; SDA 924 Advanced Ballet Technique; SDA 925 Elementary Jazz Technique; SDA 926 Intermediate Jazz Technique.

Date: *July 2/84*

Please contact Christine Legault at 363-9945 for dance information.

Considering returning to school full-time ?

These George Brown College diploma programs start in September:

Health Sciences and Community Services Division
Fitness Instructor
Early Childhood Education
Activation Co-ordinator
Child Care Worker
Addiction Counsellor
Dental Assistant
Dental Hygiene
Dental Hygiene (Expanded Duties)
Denture Therapy
Dental Technology
Orthotics/Prosthetics Technician
Clinical Methods in Orthotics/Prosthetics
Diploma Nursing
Refresher for the RN
Registered Nurse
— Critical Care Nursing
— Operating Room Nursing
— Neonatal Intensive Care
Chiropody

Architectural Technology Division
Civil Engineering Technician
Construction Engineering — Management
Mechanical Engineering
— Machine Design
— Tool Design
Stationary Power Plant Engineering
Air Conditioning — Refrigeration Engineering Technician
Mechanical Engineering Technology (Tool and Machine Design)
Civil Engineering Technology
Construction Engineering Technology
Drafting Technician
Piano Technician
Architectural Technician — Drafting

Business Division
Business General
— Accounting
— Data Processing
— Marketing
Business General
Physical Distribution
Business Administration
— Accounting
— Data Processing
— Marketing
Computer Programmer
Business Diploma — Insurance
Property Management — Residential
Residential Construction Management
Retail Management
Sales
Secretarial Arts — General
Office Systems Administration
Secretarial Arts — Legal
Court Reporting
— Shorthand
— Stenomask
Executive Receptionist
Medical Dicta-Typist
Secretarial Arts
— Word Processing
— Word Processing Operator
— Word Processing — Legal

Electro-Mechanical Division
Welding Specialist
Instrumentation Engineering Technician — Industrial
Instrumentation Engineering Technology — Industrial
Electronics Engineering
— Technology
— Technician
Electrical Engineering
— Technology
— Technician
— Technician — Design
Mechanical Engineering Technician
— Toolmaking
— Drafting Design

English and Liberal Arts Division
Dance Training
Theatre Arts

Fashion Division
Apparel Management
Creative Fashion Design
Jewellery Arts
Jewellery Repairs
Gem Setting
Commercial Ceramics
Hand Engraving
Watchmaking
Furniture Production and Design

Graphic Arts Division
Printing Technology
Printing Technician
Graphic Design

Hospitality Division
Culinary Management
Hotel Management
Chef Training (Pre-Employment)
Food and Beverage Management

Mathematics and Science Division
Energy Conversion Technology

We also have more than 60 shorter certificate programs offered throughout the year in: trades and technology, health, business, community services, hospitality, fashion, graphic arts, driver training, academic upgrading and language training.

For more information, call 967-1212 and ask for Information Services.

REGISTRATION APPLICATION

Mail the completed registration application and payment to:
Campus Admissions Office, **Part Time Courses**
The George Brown College of Applied Arts & Technology
P.O. Box 1015, Station "B", Toronto, Ontario M5T 2T9

For instruction on how to register by mail, see page 3.

PLEASE PRINT CLEARLY — **COMPLETE ALL BLOCKS** — **USE THIS FORM FOR ONE COURSE ONLY**

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN LAND IMIG STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

George Brown The City College

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ | + MATERIAL FEE $ | = PAYMENT $

STUDENT SIGNATURE | DATE

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT — YES / NO

PLEASE PRINT CLEARLY — **COMPLETE ALL BLOCKS** — **USE THIS FORM FOR TWO COURSES ON SAME CAMPUS**

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN LAND IMIG STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

George Brown The City College

FIRST COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ | + MATERIAL FEE $ | = PAYMENT $

SECOND COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ | + MATERIAL FEE $ | = PAYMENT $

STUDENT SIGNATURE | DATE

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT — YES / NO

REGISTRATION APPLICATION

Mail the completed registration application and payment to:
Campus Admissions Office, **Part Time Courses**
The George Brown College of Applied Arts & Technology
P.O. Box 1015, Station "B", Toronto, Ontario M5T 2T9

For instruction on how to register by mail, see page 3.

PLEASE PRINT CLEARLY — **COMPLETE ALL BLOCKS**

USE THIS FORM FOR ONE COURSE ONLY

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN LAND IMIG STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

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George Brown The City College

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + | MATERIAL FEE $ = | PAYMENT $

STUDENT SIGNATURE | DATE

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT | YES | NO

PLEASE PRINT CLEARLY — **COMPLETE ALL BLOCKS**

USE THIS FORM FOR TWO COURSES ON SAME CAMPUS

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN LAND IMIG STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

George Brown The City College

FIRST COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + | MATERIAL FEE $ = | PAYMENT $

SECOND COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + | MATERIAL FEE $ = | PAYMENT $

STUDENT SIGNATURE | DATE

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT | YES | NO

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INFORMATION/ REGISTRATION WEEK

Need some advice about which courses you should take? Want to talk to instructors before you register?

All your questions can be answered during this Special Information/ Registration Week.

Where: St. James Campus
Kensington Campus
Casa Loma Campus

When: Monday, April 2 to Thursday, April 5
5 p.m. to 8 p.m.
(These are special extended hours for Information/ Registration Week.)

Information tables will be staffed by course instructors and program co-ordinators.

Registrations are also accepted during normal office hours at times other than Information/ Registration Week.
For details, see page 3 in this calendar.